



THE CITY OF  
**WOODSTOCK**  
*Illinois*

*“True to its past... Confident of its future”*

**FY20/21 Budget**

**1927**



**1935**



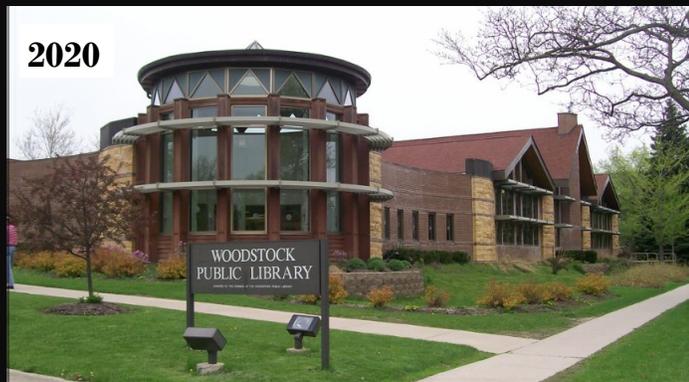
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**Roscoe C. Stelford III**  
City Manager

March 17, 2020

Mayor Brian Sager, City Council Members and  
Citizens of Woodstock  
City of Woodstock  
Woodstock City Hall  
121 W. Calhoun Street  
Woodstock, IL 60098

**FY20/21 Budget Transmittal**  
**City Manager's Budget Message**

Honorable Mayor, City Council Members and Citizens of Woodstock:

Consistent with the reporting and submittal requirements as set forth by the State of Illinois, transmitted herewith for your consideration is the proposed budget for the City of Woodstock for Fiscal Year 2020/2021 (FY20/21), effective May 1, 2020 through April 30, 2021. In addition to complying with Illinois Compiled Statutes, the accompanying document was prepared in conformance with the applicable provisions as outlined within the Woodstock City Code, as well as generally accepted accounting principles as established by the Governmental Accounting Standards Board.

Please note: This document has been developed over months of diligent work, reflecting contributions by all members of City Staff and Administration, to accomplish City Council's expressed priorities. Clearly, the unanticipated events related to COVID-19 we now face – both presently and for the coming months – will impact these carefully-planned numbers, and desired outcomes, in ways none of us can responsibly predict. We appreciate your continued trust in the dedication and effort put forth by all City Departments, as employees continue to serve this community to the best of their abilities, given the unprecedented social and financial challenges ahead for us all.

## OVERVIEW

*“A budget is more than just a series of numbers on a page; it is an embodiment of our values.” Barack Obama, Former President, United States of America*

I am extremely pleased to submit for your consideration a BALANCED spending plan for the 2020/2021 fiscal year. The proposed FY20/21 Budget represents my seventh submittal serving in the capacity of City Manager and my twentieth budget overall prepared on behalf of the City of Woodstock. Based on the City’s noteworthy accomplishments in FY20/21, the City remains well positioned, financially, to maximize its opportunities for the next budget year.



The preparation of this document would not be possible without the exceptional teamwork and cooperation from the talented members of the City’s dedicated workforce. The Mayor and City Council provide crucial leadership and vision, which results in clear direction for developing programs and projects that move our community forward. The Department Directors are charged with designing and implementing the programs and monitoring the numerous projects, as well as providing guidance on the various issues using their own expertise. And of course, the supervisors and front-line staff execute the vision and provide the multitude of services required by our residents. The submittal of a BALANCED operating budget for FY20/21 is only made possible by the determination and resolve of the aforementioned team of professionals. The City remains fortunate to have such a dedicated, devoted, and knowledgeable workforce and it continues to be my privilege to lead such an extraordinary staff.

The FY20/21 Budget instructions provided to each department continued to highlight the importance of maintaining a balance between moving towards the overall goals and priorities established by the City Council, while recognizing that the achievement of these same objectives must be accomplished in the context of maintaining the ongoing property tax relief provided to the residents, combined with a careful review when positions open, and strategic limited increases in license and fee revenues.

By far, the most important financial goal for the FY20/21 Budget remains the City’s dedication to the aforementioned BALANCED operating budget. In accordance with the City Council’s highest priorities, the FY20/21 Budget has been developed based on the same guiding principles applied to the past nine fiscal years with the commitment to maintain or even reduce the City’s total property tax levy. Specifically, while a variety of costs are expected to incur unavoidable inflationary increases, the FY20/21 Budget has been predicated on forgoing the 2.3% inflationary increase provided through the Property Tax Extension Limitation Law (PTELL), and maintaining the 10% property tax reduction extended in FY17/18.

The FY20/21 Budget, as presented, includes a proposed INCREASE to total expenditures of \$12,871,600 or 35.9%. Over \$11.0 million of this increase relates to additional spending for capital improvement projects (\$11.1 million or a 165.3% increase in this category compared to FY19/20), focusing on the City’s enhanced 2020 Streets Resurfacing Program. The guidelines for preparing the FY20/21 Budget remain similar to those utilized in previous years. Beyond the aforementioned

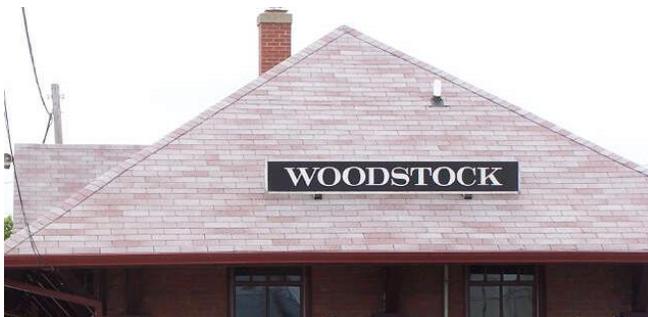
efforts to provide a reprieve from property taxes, the City must remain ever vigilant at holding the line on expenditure growth, challenge the status quo by reexamining our methods for service delivery and reinvent, where possible, new service methodology, taking into account the benefits from Home Rule, when proven to be more efficient and/or cost effective.

On a positive note, the City remains well positioned to respond to future challenges, and has sufficient fund reserves to address unforeseen financial emergencies. The City will need to remain focused on balancing the costs for providing our core services to the community with the benefits derived from identifying and implementing new services and of course funding any associated increase in costs.

### **BUDGET FRAMEWORK**

***“Don't tell me what you value, show me your budget, and I'll tell you what you value.” – Joe Biden, Former Vice President, United States of America***

The City of Woodstock's budget document for FY20/21 serves as the principal fiscal, programmatic, and policy information source. The budget is organized to provide citywide information at levels of increasing detail. Within this comprehensive operational and capital spending plan, the City's budget decisions, financial information, program recommendations, and service delivery are presented in a structured, uniform format to conform and mirror the City's 2020 Vision Statement for the community.



It is the intention of the City Administration to make the budget as easily understandable as possible. This task is exceedingly difficult when considering the hundreds of programs

to be delivered and the millions of dollars that are proposed to be received and expended. Consequently, a brief explanation on the organization of the budget is included below to assist in the review of the FY20/21 Budget.

The FY20/21 Budget continues to present a more succinct and concise document, while still being detailed enough to critically evaluate the programs and associated costs. The Introductory Section provides a summary of the City's operations, including the community's history, budgetary process and a global overview of the organization's finances.

Each Budget Activity is then broken out separately and includes a brief introductory narrative identifying the responsibilities for the associated Department or Fund. This is followed by a departmental organizational chart, where applicable, as well as a "snapshot" of the accompanying budget, historic staffing levels, and a graph that illustrates historic expenditure amounts.

The FY20/21 Budget incorporates goals, objectives, and strategies with an emphasis on programs and services that have been specifically identified as priorities within the 2020 Vision Statement. Therefore, the subsequent narratives within each of the respective budget activities include the

corresponding program accomplishments completed in FY19/20. In addition, goals and objectives for the Department/Division, where applicable, and narratives of proposed programs and services that support the Department/Divisions' strategic goals and objectives have also been included for the proposed FY20/21 Budget. For the development of this year's budget, each department was challenged with updating and expanding last year's performance measures for their respective operations. Finally, line-item narratives explaining in detail the estimated revenues and proposed expenditures are provided within each section.

It is important to note that the budget process does not assume automatic inflationary increases. Instead each account is critically evaluated and reviewed based upon the program dollars required to meet the specific needs outlined in the upcoming fiscal year. The budget deliberation process outlined above offers the City Council and the community the opportunity to understand and participate in the choices the City must make in order to allocate the limited financial resources available to provide the many necessary services and enhance the quality of life for all residents.

### **FY19/20 ACCOMPLISHMENTS**

***“When completed, the budget must provide the services we have promised to our constituents.” – Jane Hull, Former Governor, State of Arizona***

Significant progress was made in a number of important areas in FY19/20, including Economic Development (ED), with the ED Department leveraging the various development tools previously authorized by the City Council. The City remains committed to improving our local economy, expanding our existing businesses and recruiting new businesses to expand and improve our tax base, and retain and create jobs. The City's newly-established TIF #2 benefited from five redevelopment agreements, including a major revitalization project within the downtown, the construction of a five-story apartment complex, in accordance with the City's Downtown Plan. Furthermore, the City financed the purchase of the Die Cast site via TIF #2, reducing the transactional complexity of any future property transfer and providing the City Council with the necessary control over the ultimate site design.



Overall, 26 new business projects were open for business generating or retaining 162 jobs, and when combined with nine Enterprise Zone projects, deriving over \$24.6 million in local investment. Major business investments in FY19/20 included the relocation and expansion of Ethereal Confections on the Square, the redevelopment and tenancing of the former Ace Hardware, and the opening of several new businesses including Casey's General Store, Verizon, T-Mobile, Chipotle, ShadowView Brewing, Calibrated Power Solutions and Cesaroni's Café & Deli. In addition, the City entered into an incentive agreement with the Kunes Country Chrysler/Dodge/Jeep/Ram dealership to renovate, remodel and expand this location, securing a \$3.6 million investment.

The City's lobbying efforts paid substantial dividends in FY19/20, specifically in regards to securing the expansion of Route 47. The State of Illinois passed the Rebuild Illinois Capital Plan on June 28<sup>th</sup>, a six-year, \$45 billion capital plan, the first since 2009. The City's Route 47 expansion is one of

only two roadway projects expressly identified within this legislation; with \$57.0 million included to expand Route 47 from U.S. Route 14 to Route 120. This success is due in part to the McHenry County Council of Governments' support for this improvement and its designation as a regional priority. H.R. Green has been hired by the City to complete the necessary engineering for the relocation of the City's utilities, and to provide assistance with selecting the potential upgrades to lighting and landscaping features along the route.

In regards to the Metra railyard relocation, the City continues to make progress by working with regional partners, as the County has committed to providing \$20.0 million in funding for this regional improvement estimated to cost \$100.0 million. In addition, the County has been working with the City to lobby Federal decision makers to secure the necessary funding required for this project. This public transportation improvement would have a significant positive impact on Woodstock's train schedule, which would ultimately result in an associated increase in the demand for public transit services and further enhance interest in downtown development.

At Council's direction, the City Administration has prepared a financial plan to support an enhanced 2020 Street Resurfacing Program, which will be funded via a \$0.03 local Motor Fuel Tax and additional collections received by the City from the State's increase to MFT. This expanded program is estimated to allow the City to resurface in excess of 200 individual road segments, around 22 miles of pavement during the 2020 construction season, close to 20% of the City's entire street



infrastructure. By moving forward with an aggressive program, pavements that are still able to be resurfaced versus reconstructed will be addressed, and as a result, the City's taxpayers will avoid the increased costs to properly restore these streets in future years utilizing more expensive solutions.

The City Administration has partnered with McHenry County to develop a Neighborhood Revitalization Strategic Area (NRSA) to benefit low-to-moderate income neighborhoods. This new program will allow the City to infuse \$180,000 annually to improve its residential, commercial and industrial properties. The City is considering a subset pilot area, which serves as a gateway to the downtown, to allow for the development of program design and associated parameters, with the eventual program fully integrated into the entire NRSA-defined area.

Furthermore, the City's Distressed Property program was successful in securing the demolition of an old gas station, and has completed environmental analysis for two sites that will complete the EPA process to receive the "No Further Remediation" designation, allowing for future redevelopment. The Involuntary Annexation Program, which addresses identified properties technically outside of the City's limits, but surrounded by parcels located within the City, is expected to secure five annexations by May of 2020.

The City continued its efforts to address the building needs for the Old Courthouse & Sheriff's House by funding the next phase of masonry work for the south and east sides of the Old Courthouse, as well as ongoing maintenance work. The City received a CDBG grant in the amount of \$86,000 for the improvements to this historical structure. Furthermore, the City hired professional advisors to assist with preparing the necessary architectural drawings, and developing the legal framework and

business plan to submit the Old Courthouse and Sheriff's House project to utilize Federal and State historic tax credits to offset a substantial portion of the anticipated costs. The City also conducted a Request for Proposals process and is in negotiations with five interested tenants regarding the future space configuration.

Even in light of the many challenges faced by the City and the State's ongoing financial crisis, the City Administration was able to further the goals & objectives of the Vision 2020 Plan as evidenced by the FY19/20 accomplishments identified below:

- The City was voted for the second consecutive year "Top Municipality to Work for in McHenry County;"
- Completed a Compensation Study for the non-represented workforce to maintain and develop a high quality staff;
- Collaborated with District 200 to develop an intergovernmental agreement to address future residential projects within TIF #2;
- Instituted a Single-Use Bag Fee to address environmental concerns;
- Conducted a comprehensive recruitment process for the Public Works Director;
- Extended the collective bargaining agreements with all labor units for the City, providing long-term stability;
- Implemented online fillable forms for City taxes and licensing programs;
- Reviewed a Performance-Based Program to address challenging landlords;
- Hired new financial advisors for the Police Pension, saving \$200,000 in annual fees;
- Reviewed the City's operations to assess appropriate modifications to absorb the impact from the State's increase to minimum wages;
- The Library transitioned to the new Sierra software and PrairieCat Consortium;
- Participated in a County-wide effort to review areas which are conducive for consolidation in an effort to take advantage of economies of scale and lower overall operating costs for our residents;
- Prequalified vendors to install expanded holiday lighting in the Square for the City's Lighting of the Square Ceremony;
- Engineering and land acquisition activity continued throughout the budget year in an effort to secure a March 2021 letting for the construction of a roundabout at the intersection of Lake/South/Madison;
- Cleaned 3,627 lineal feet of storm sewers and replaced 855 lineal feet of sidewalk;
- Supported a number of new community events, including Rockstock, Pridefest, Cinco de Mayo on Benton Street and Cobbtoberfest;
- Upgraded the City's servers and desktops to support the latest operating systems;
- Supported the filming of a national Super Bowl commercial in the downtown and hosted a very well-attended Groundhog Day celebration;
- Planted 600 perennials and annuals in the downtown bump outs;
- Updated the Water Master Plan;
- Implemented necessary modifications to the City Code to incorporate the legalization of recreational cannabis by the State;
- Reviewed and approved a Sound Amplification Ordinance to address residents' concerns;
- Achieved 100% compliance with all Federal and State regulations for water and wastewater treatment in 2019;
- Conducted another successful season of the Woodstock City Band (the 135<sup>th</sup>); and
- Supported success of local businesses through Revolving Loan Fund, Enterprise Zone, and Façade Improvement Program, and success of local non-profits with Hotel/Motel Tax Tourism Grants.

As expected, the General Corporate Fund, the City's main operating fund, will end FY19/20 with total revenues exceeding the annual budget. Specifically, total revenues in the General Fund are

projected to end FY19/20 above the budget amount by \$157,900 or 1.5%. The City has benefited from increases to State-shared revenues, including Income, Use and Replacement Taxes.

On a positive note, the General Corporate Fund's expenditures are projected to end FY19/20 falling below the budget amount by (\$111,400) or (2.0%). This represents the benefits from the ongoing critical evaluation of open positions implemented by the City Administration.

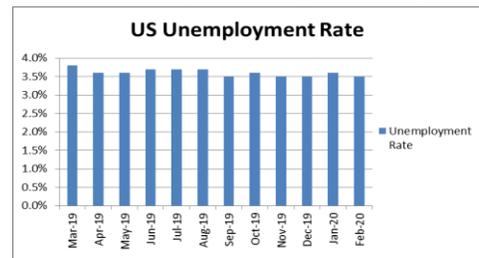
Total revenues for all funds are expected to end the year exceeding the budget amount, reporting \$38,297,600 for FY19/20, \$2,296,000 or 6.4% higher than the budget amount. As previously mentioned, the unbudgeted loan revenue utilized to secure the purchase of the Die Cast site accounted for \$1.5 Million of unanticipated revenue. This factor along with higher than expected Income and MFT Taxes, and Interest Income contribute to the positive year-end results.

Expenditures continue to be scrutinized and closely monitored, with FY19/20 ending the fiscal year at \$1,345,400 or 3.7% in excess of the annual budget. If the Die Cast site purchase is removed, overall expenditures are (\$154,600) or (0.4%) below the annual budget. The main contributing factors were budgetary savings from several open positions in various departments and favorable benefit costs.

### FISCAL OUTLOOK

***“The old rule of forecasting was to make as many forecasts as possible and publicize the ones you got right. The new rule is to forecast so far in the future, no one will know you got it wrong.” – Ruchir Sharma, Chief Global Strategist, Morgan Stanley Investment Management***

The US economy has benefited from an ongoing expansion; however, the long-term negative impacts from the recent coronavirus pandemic are too early to tell. The US unemployment rate remained steady in February 2020 at 3.5%, the same as the previous month. This economic indicator was helped by an increase of 273,000 new jobs created in the month of February. These gains were offset by an increase in the number of individuals seeking work, maintaining the number of unemployed persons at 5.8 million. Job openings remained steady at 6.4 million in December, the most current data available. Available jobs continue to outpace the available workforce and is viewed as a positive sign by many economists. The US GDP growth rate was reported at 2.1% for the fourth quarter.



In reviewing other economic factors, the Consumer Confidence Index improved from 130.4 reported in January to 130.7 in February, hitting a six-month high. Consumer confidence is crucial for the economy to remain on track and continue to grow. Inflation increased 0.1% in February, but the annual measurement for the adjusted rate has declined to 2.3%. Overall, inflation has benefited from a lower inflation rate, driven by food costs. In addition, American workers also experienced a 0.5% increase in wages for the month of February, after adjusting for inflation.

However, concern regarding COVID-19 has led the Federal Reserve Board to reassess the current Federal Funds Rate most recently at an emergency meeting conducted on March 3<sup>rd</sup>. The Federal Funds Rate was lowered by 50 basis points to a range of 1.00% to 1.25%. Over the past weekend, the Federal Reserve Bank announced another emergency reduction, lowering the rate to 0.00% to 0.25% and will be purchasing \$700 billion in assets to stabilize markets.

The assumptions used to develop the FY20/21 Budget were formulated utilizing a conservative approach that forecasts limited growth for the City's economically-driven revenue sources. Unfortunately, the significant negative impact on the economy from COVID-19 will require ongoing management and adjustments for the new fiscal year, as revenues will likely underperform. Limiting growth in expenditures will also be challenging in the upcoming fiscal year as certain areas are expected to experience rising costs, driven by the City's Compensation Study and minimum wage increases, which will outpace the normal inflationary rates.

### **FY20/21 BUDGET PROPOSAL**

***“I believe that we are sent here to effectively manage the resources necessary to deliver what Illinois families need: good schools and healthcare, clean water and clean air, paved roads and sturdy bridges, a growing economy. Let’s all agree that effective government demands efficient government.” J.B. Pritzker, Governor, State of Illinois***

The FY20/21 Budget document proposes total revenues of \$48,404,700, which represents an INCREASE of \$12,403,100 or 34.5% compared to the prior year. This significant increase has been influenced by \$11.185 million in revenue representing a combination of \$10.0 million for a bond issuance to finance the 2020 Street Resurfacing program, and \$1.185 from a loan to the Water & Sewer Fund to complete utility relocations for the roundabout at South/Lake/Madison Streets.

Most importantly, the City Council has elected to abate the inflationary property tax increase for the ninth consecutive year, and maintain the actual 10% reduction to the City's total property tax levy; totaling \$11.6 million in combined property tax relief. The City's ability to sustain this level of property tax relief is due in part to its attainment of Home Rule, which allows the Woodstock community to determine the right mix of revenues to provide vital City services.

The State of Illinois still remains in a precarious financial condition, with the Comptroller reporting 126,020 unpaid bills, totaling \$7.7 billion still outstanding as of March, 2020. The State continues to suffer from an extremely low bond rating. Two of the ratings agencies have currently assigned a BBB- rating, and one rating agency has assigned a BBB rating with a negative outlook, this is the minimum grade before junk bond status. The State is currently proposing a progressive income tax to generate additional tax revenues. The Governor has indicated if the progressive income tax is unsuccessful, the State will need to implement a variety of budgetary modifications, including a reduction to the local government distribution of income taxes, beyond the levels already imposed.



The City's proposed FY20/21 Budget was again founded on the composition and existing formulas for State-shared revenues remaining consistent throughout the fiscal year. The City currently receives sales, income, replacement and motor fuel taxes from the State of Illinois. In total, State-shared revenues are expected to account for \$12.1 million in revenues, and are projected to increase by \$658,200 or 5.7% compared to the FY19/20 Budget, benefiting from the significant increase to the Motor Fuel Tax, raising the rate from \$0.19 per gallon to \$0.38 per gallon with an automatic inflation modifier. In addition, these revenues continue to benefit from an increase in population-based distributions from the addition of 758 residents, determined by the completion of the Special Census (i.e., population of 25,528).

For the upcoming fiscal year, the City Administration is proposing a spending plan that includes expenditures of \$48,749,000, an INCREASE of \$12,871,600 or 35.9% compared with the FY19/20 Budget. From an operations standpoint, total revenues are expected to exceed total expenditures for FY20/21. The proposed spending plan reflects the targeted priorities identified by the City Council at their workshop conducted as part of the budget process. The main driver related to the proposed increase in expenditures is a significant boost to capital improvement expenditures in several funds (\$11,138,700 or 165.3% higher than in FY19/20). This proposal is in accordance with the City's ten-year Capital Improvement Program, and includes significant funding focusing on the City's infrastructure needs and financed by the debt market.

The proposed FY20/21 Budget includes the elimination of two full-time positions in the Opera House, converting these responsibilities over to several part-time employees. In addition, a number of limited part-time positions (i.e., restricted to an average of 19 hours/week or less), totaling 22.5 FTEs, which represents the Rec Center Instructors and Recreation Aides, have been reclassified as independent contractors, based on the results of the City's Compensation study. Furthermore, the FY20/21 budget proposes the addition of one (1) full-time Assistant to the City Manager position and four (4) part-time positions, a Project Assistant for Building and Zoning, an Office Assistant and Facility Maintenance Worker for the Opera House, and a Custodian for the Library.

The City's efforts related to the Old Courthouse and Sheriff's House will focus on the completion of the architectural designs necessary to meet the needs of the identified tenants and allow for participation in the Federal and State historic tax credit processes. On a positive note, the City is well positioned for maximizing its ability to secure these historic tax credits by selecting a team of professional consultants to assist with the development of the City's application.

With the ownership by the City of the former Die Cast site, Economic Development (ED) staff will concentrate their efforts on a successful marketing campaign and selection of a high-quality developer capable of meeting Council's priorities for this prominent location in our community. The establishment of TIF #2 provides the City with the incentive tools necessary to not only redevelop this site, but also address a number of other high priority sites that would provide long-term benefits to the Downtown and Route 47. Furthermore, the City will develop and implement a business-friendly registration program, providing the City with data concerning local businesses and minimizing the reporting burden for our business community. Finally, relationships with local businesses will continue to be strengthened to partner in the area of data gathering in regards to customer demographics to improve marketing and attraction efforts.

With the inclusion of funding for the expansion of IL Route 47 in the Capital Bill, the City's engineers will complete the necessary planning required to relocate our utilities, as well as assist in

the City's selection of possible upgrades to both lighting and landscaping improvements for this highly-traveled corridor. The City will apply for ITEP grant funds to assist with offsetting the costs for these upgrades, minimizing the local participation and associated debt financing. In addition, Route 47 will remain a focus with both our ED staff and the Chamber of Commerce to prepare local businesses for the upcoming disruption from the construction activities.

Although ALL operating budgets for FY20/21 continue with the City's ongoing financial self-restraint, certain unavoidable increases have been incorporated within the context of the proposed budget. The following list is provided to include some of the highlights of major new programs or existing service modifications that are proposed within the framework of the FY20/21 Budget:

- Achieve Designation as part of the World Health Organization's Age-Friendly Livable Community Network, managed through AARP, to attract targeted high-quality senior housing and associated development;
- Identify and transfer Streets' expenditures to the MFT Fund, to offset the future debt-service payments for the City's enhanced 2020 Street Resurfacing Program;
- Continue to work with Metra and Federal representatives to secure funding for the railyard relocation;
- Establish a fundraising committee to celebrate the 50<sup>th</sup> anniversary of the Opera House restoration in FY26/27;
- Upgrade Microsoft Office from 2010 to 2019 on one hundred ten (110) workstations;
- Complete the revisions to job descriptions and performance evaluations with the City's consultant;
- Initiate the revision of all Woodstock Police Department General Orders and policies in preparation for professional accreditation;
- Implement online forms for residents and businesses that will make conducting business with the City easier;
- Increase code enforcement activities along major gateways resulting in the removal of abandoned and temporary signs;
- Collaborate with other agencies and funding sources to establish a permanent fixed-site solution for the homeless in McHenry;
- Research and recommend provisions to develop a fire sprinkling retrofit and rooftop dining programs;
- Plan and implement a new audio-visual lab within the Library;
- Review the impact of minimum wage increases on the City's operations and develop strategies to maintain services to the public in a cost-effective manner;
- Complete the final phase for the Meter Change Out Program;
- Complete upgrades to the Metra train depot and the construction of a new warming shelter;
- Design and construct an outdoor performance stage in Emricson Park to support new programming and events;
- Begin backstage renovations to the Opera House greenroom and dressing rooms;
- Improve the appearance of the warning tracks on all City-owned ballfields;
- Update the Employee Handbook;
- Complete Phase II engineering with land acquisition to install a roundabout at the intersection of Lake/Madison/South Streets; and
- Consider a Performance-Based Landlord Registration program that offers free online registration, and eventually crime-free housing.

The impacts from COVID-19 were unknown at the time of budget development, but will undoubtedly be significant. Already the City has modified various operations to protect and preserve public safety and minimize the proliferation of this highly-contagious disease. Payment flexibility is being deployed to assist residents with income gaps related to business and government closures. Revenues will be hampered as economists are predicting a severe economic downturn as numerous strategies are employed by the Federal and State government to limit public exposure.

The City Administration will need to actively monitor the City's financial condition and the unplanned utilization of fund balance may be a necessity in FY20/21 to provide the City with the appropriate resources necessary to combat this virus and provide stability to the local economy. In addition, future Federal and State assistance related to this epidemic should be monitored and maximized to offset the local taxpayers' expenses related to this emergency crisis. Similar to previous years, the proposed budget may need to be revisited again mid-year based on if the State modifies the historical revenue-sharing formulas resulting in reductions to revenues.



### **CONCLUSION**

***“We must consult our means rather than our wishes.” — George Washington, Former President, United States of America***

As mentioned at the onset, the FY20/21 Budget, as submitted, represents a BALANCED spending plan. Sufficient operating revenues have been identified to fund the corresponding amounts proposed for operating expenditures. In addition, the proposed FY20/21 Budget includes not only forgoing for the ninth consecutive year the increase in property tax revenues allowed by PTELL (i.e., 2.3% for FY20/21 and \$11.6 Million in combined taxpayer savings), but also meets the Council's primary goal, by maintaining the 10% reduction to the City's property tax levy, which was first implemented in FY17/18.

Again, the preparation of this document could not be made possible without the dedication and commitment provided by all of the Department Directors and the City's entire workforce. Due to their efforts, the City is able to meet the goals and objectives outlined in an efficient, cost-effective manner, while still providing the highest levels of customer service to Woodstock residents. They have my sincere appreciation for all of their efforts, not only with the creation of the FY20/21 Budget, but more importantly, their numerous accomplishments and exceptional customer service provided to our community each and every day.

As our Country works together to mitigate the impact from COVID-19, the City will likely need to utilize its fund balance reserves to stabilize the financial results in FY20/21 and continue to provide consistent public services. In the end, the City's ability to identify our community's priorities, our commitment to work together to find the best solutions, our persistent efforts to consolidate services and maximize operational efficiencies, our ability to collaborate with other communities, and our preservation of fund reserves will serve the residents extremely well to combat this crisis.

Honorable Mayor, City Council Members  
and Citizens of Woodstock  
March 17, 2020  
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The exemplary teamwork, respect, and cooperation between the City Council, City Administration, our dedicated workforce, and the residents, has accounted for the City's past successes and will allow us to overcome these ongoing challenges.

Sincerely,

CITY OF WOODSTOCK

A handwritten signature in black ink, appearing to read "Roscoe C. Stelford III". The signature is written in a cursive style with a horizontal line at the end.

Roscoe C. Stelford III  
City Manager



THE CITY OF  
**WOODSTOCK**  
*Illinois*

Annual Budget  
FY20/21

# Introduction

## Members of the City Council

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Dr. Brian Sager, Mayor

Councilman Darrin Flynn

Councilwoman Lisa Lohmeyer

Councilwoman Wendy Piersall

Councilman Jim Prindiville

Councilman Gordon Tebo

Councilman Michael Turner

Cindy Smiley, City Clerk

## Department Directors & Primary Administrators

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Roscoe C. Stelford III

City Manager

Paul N. Christensen

Assistant City Manager / Finance Director

Garrett Anderson, Economic Development Director

Daniel Campbell, Opera House Director

Anne George, Wastewater Superintendent

Holly Gleason, Opera House Front of House Manager

Aaron Grosskopf, Streets Superintendent

Arthur Lanz, Deputy Chief of Police

Rob Lamz, Fleet Superintendent

John Lieb, Chief of Police

Chris Lynk, Parks & Facilities Superintendent

Joseph McCormack, Opera House Production Manager

Dan McElmeel, Information Technology Director

Joseph Napolitano, Building & Zoning Director

Shawn Parker, Sewer & Water Maintenance Superintendent

Jeff Parsons, Deputy Chief of Police

Deborah Schober, Human Resources Director

Will Smith, Water Superintendent

Christopher Tiedt, City Engineer

Jeff Van Landuyt, Public Works Director

Nick Weber, Library Director

Terry Willcockson, Grants/Communications Manager

J. David Zinnen, Recreation Director

## History of Woodstock

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Woodstock was established in 1844 when the site owned by Alvin Judd in the center of McHenry County was selected for the new county seat. Judd prepared a plat that included a two-acre public square with streets surrounding it and the new town was called Centerville. A small wood courthouse was constructed in the center of the square. In 1845, Joel Johnson was given the honor of renaming the settlement. He chose the name Woodstock after his Vermont birthplace. In June of 1852, Woodstock was officially incorporated as a village.

In 1855, the Chicago, St. Paul & Fond du Lac Railroad (later became the Chicago & Northwestern) was constructed as far as Woodstock. Prior to that, transportation had been over roads that for much of the year were impassible.

In 1857, a new courthouse was constructed on Johnson Street. Woodstock citizens purchased the ground for it and donated it to McHenry County in exchange for the land in the center of the square, which was to be used as a park in perpetuity.

Woodstock experienced many fires including one on the southwest side of the square on the same day as the Great Chicago Fire. In almost every case, new substantial brick structures replaced the original wood buildings.

Woodstock residents voted to adopt a city form of government in 1873, but another 17 years passed before Woodstock actually had a city hall. The city hall housed city offices, a public library, a fire department and the Opera House which hosted performers ranging from local students and theater companies to nationally-known celebrities.

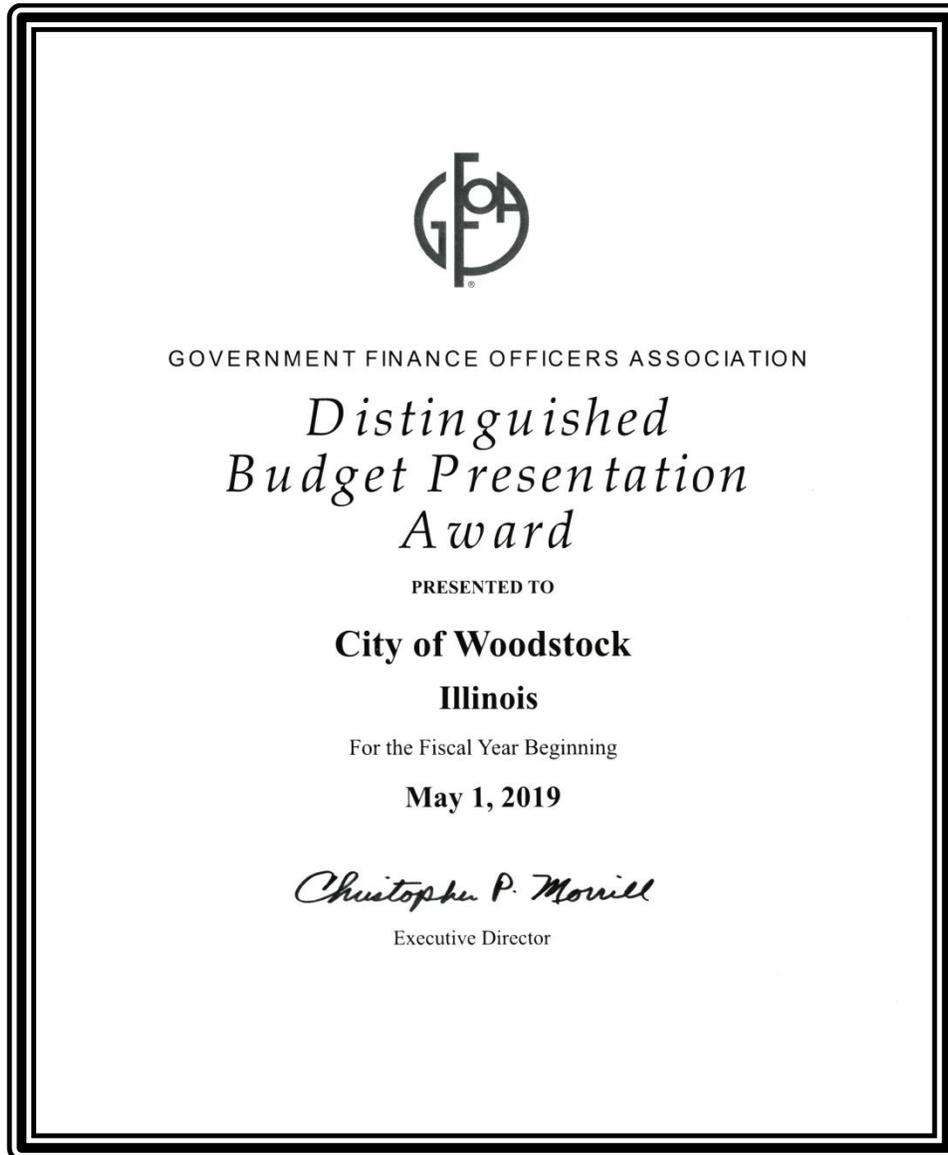
In 1896, City officials offered an empty factory building to the Oliver Typewriter Company for the production of typewriters, which were eventually sold around the world. The Oliver factory later became Autolite and then Woodstock Die Cast. At its peak, over 2,000 people were employed at the factory. In 1910, the Emerson Typewriter Company, which soon after became Woodstock Typewriter, began producing typewriters in Woodstock and the town was nicknamed "Typewriter City."

In 1972, McHenry County moved its facilities from the Square to the new county courthouse on the north end of town and the City acquired the vacated county annex building, originally Central School. In 1974, the City offices were moved into the remodeled City Hall and the restoration of the Opera House began.



## GFOA Award for Distinguished Budget Presentation

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The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Award to the City of Woodstock, Illinois for its annual budget for the fiscal year beginning May 1, 2019. In order to receive this award a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device. The City of Woodstock has received this award for the last eighteen years.

It should be noted that out of nearly 7,000 local governments located in Illinois, only 119 or 1.7% currently receive this prestigious award. Throughout the United States, the Distinguished Budget Presentation Awards Program awarded 1,579 municipal governments, which represented 8.1% of all municipal governments.

## **Budget Process Summary**

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### **Budget Process Overview**

Budget preparation allows Departments the opportunity to set goals and objectives and the means for accomplishing them. While the budget is not adopted by the City Council until April, the process begins in August with the preparation of the ten-year Capital Improvement Program (CIP) and annual tax levy, which will be used to fund many of the upcoming year's programs.

### **Budget Roles and Responsibilities**

Every employee plays a role in budgeting, be it formulation, preparation, implementation, administration, or evaluation. Ultimately the Department Director, through the City Manager, is accountable to the City Council and to the residents of Woodstock for the performance of Departments in meeting goals and objectives as they are laid out within this budget document.

### **Capital Improvement Program**

The Capital Improvement Program (CIP) is an integral part of the budget process, and updated annually. The revised CIP document matches revenues to projects over the next ten years. Through the use of this important financial document, the City is able to prioritize the timing and financing of each project. Capital improvements refer to major, non-recurring expenditures over \$10,000 such as land, buildings, public infrastructure and equipment.

### **Budgetary Controls**

Without the proper internal financial controls, the budget document will not serve its role as a guidance tool for City programs and projects. Therefore, Department Directors and other key personnel have instant access to activity and balances in each of their accounts, so they can be properly monitored. In addition, quarterly investment and operational reports are submitted to the City Council. Deviations from budgetary amounts are discussed in this document and when necessary, solutions are presented.

### **Budget Amendment Process**

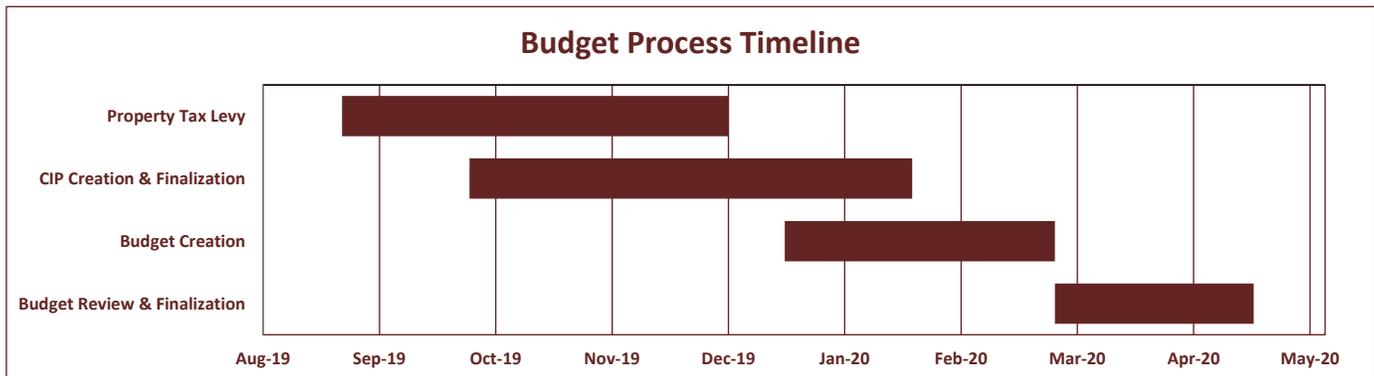
While budgets are prepared at the line-item level, no budget amendment is required unless total expenditures exceed the total fund amount, with the exception of the General Fund. In the General Fund, a budget amendment would be required if expenditures exceed the budgeted amount at the Department level.

### **Preparation to Achieve the Governmental Finance Officers Association (GFOA) Budget Award**

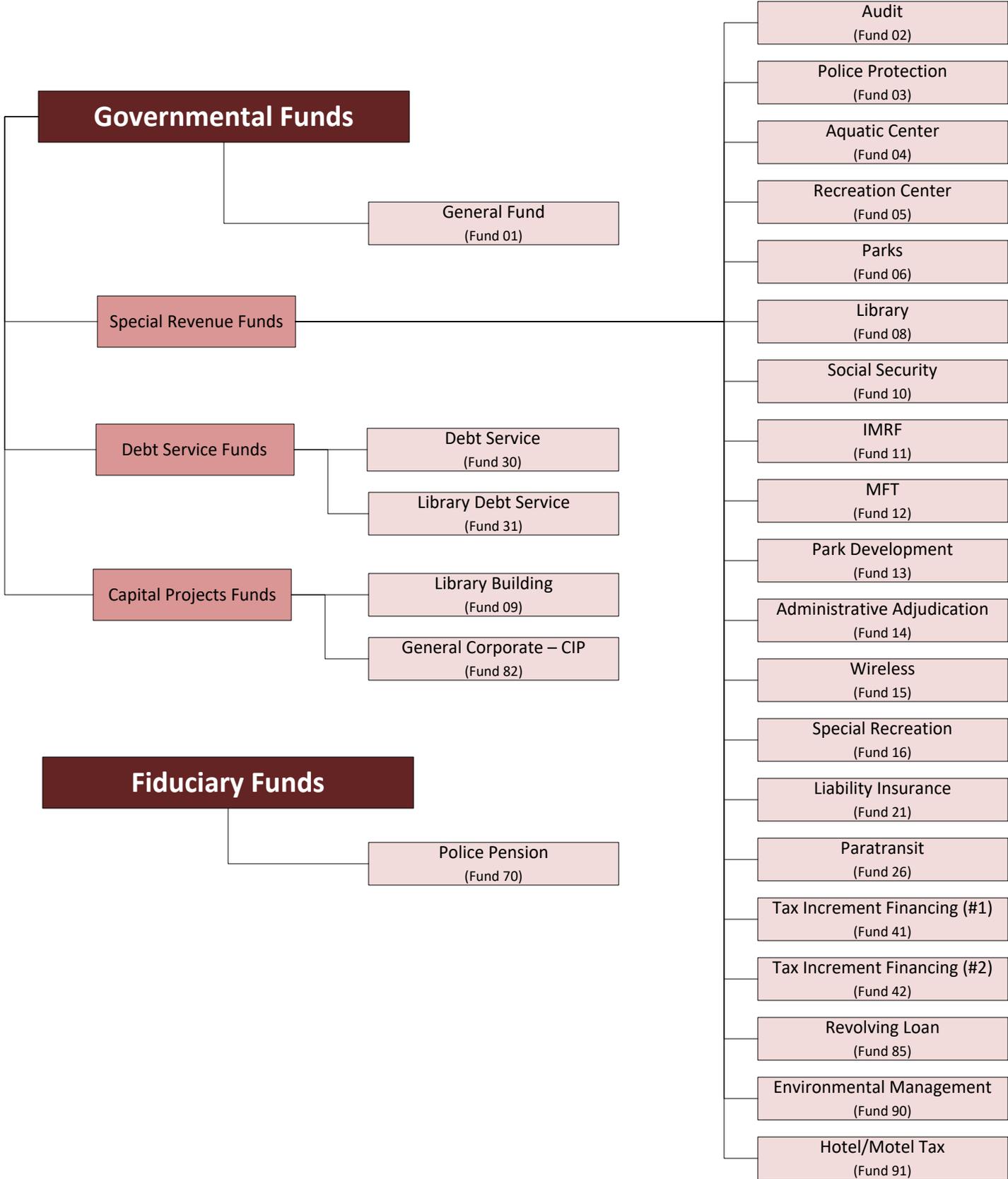
For the past 18 years the City has received the GFOA's Distinguished Budget Presentation Award and is committed to preparing a budget that will continue to meet the award's standards. This award is given to budgets that meet the highest quality that reflect both the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA's best practices for budgeting .

## Budget Process Summary (Timeline)

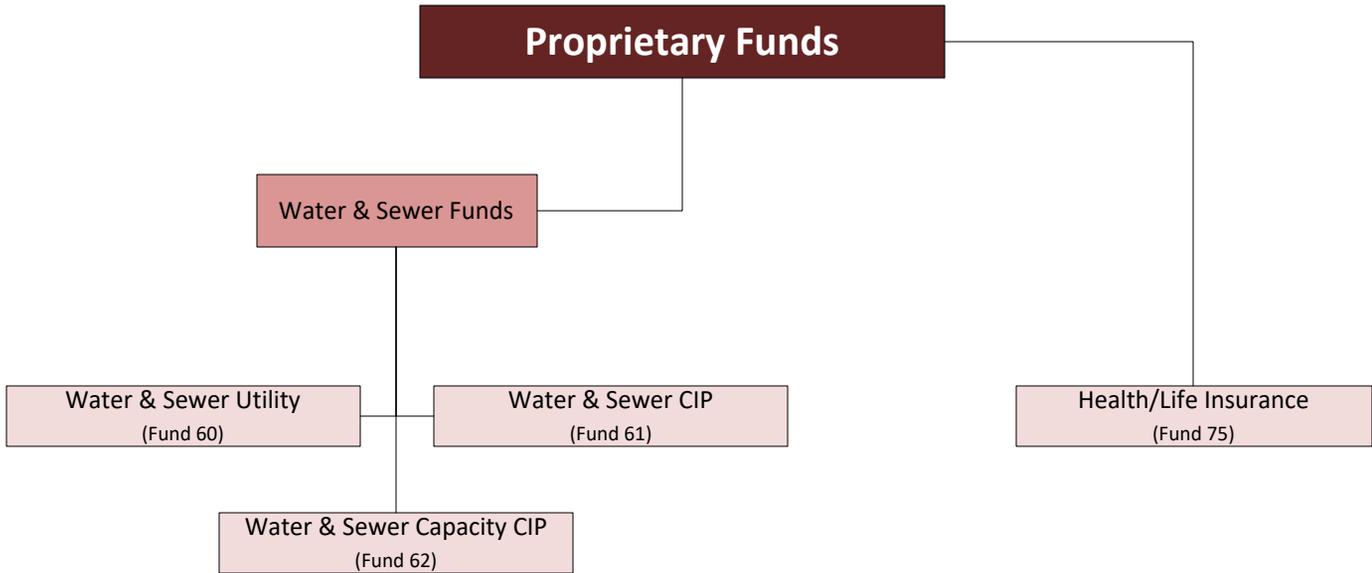
August 22, 2019	Actuarial Study to determine Police Pension Levy.
September 25, 2019	Preparation of 10-year CIP document.
November 5, 2019	Presentation of Resolution formally estimating the dollar amount for the 2019 property taxes, received in 2020.
December 3, 2019	Adoption of 2019 property tax levy, received in 2020.
December 18, 2019	City Manager distributes worksheets and instructions for budget preparation to Department Directors.
January 21, 2020	Completed 10-year CIP document presented to City Council.
January 31, 2020	Department Directors submit completed preliminary budgets to City Manager.
February 3-28, 2020	City Manager and Finance Department review budgets with respective Department Directors and determine Departmental budget amounts.
February 20, 2020	City Council Budget Workshop #1
March 2-13, 2020	Final preparation of FY20/21 Budget Document.
March 17, 2020	Transmittal of FY20/21 Budget to City Council.
March 19, 2019	City Council to Consider Property Tax Levy Abatement.
April 7, 2020	Public Hearing on FY20/21 Budget.
April 10, 2020	City Council Budget Workshop #2.
April 21, 2020	City Council adopts FY20/21 Budget Ordinance.



# MODIFIED ACCRUAL BASIS OF BUDGETING



## ACCRUAL BASIS OF BUDGETING

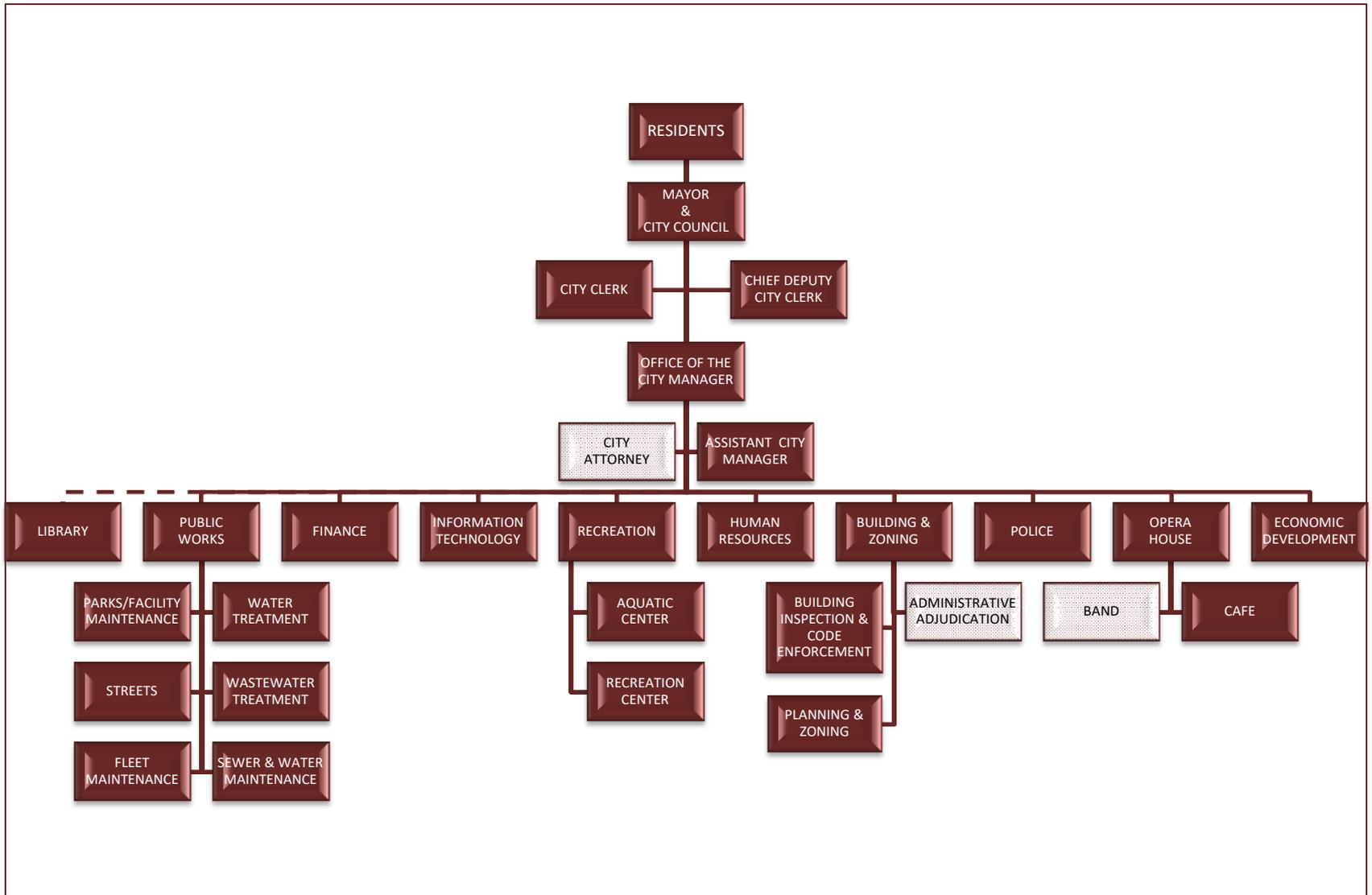


Circa 1910

McHenry County Court House, Woodstock, Ill.



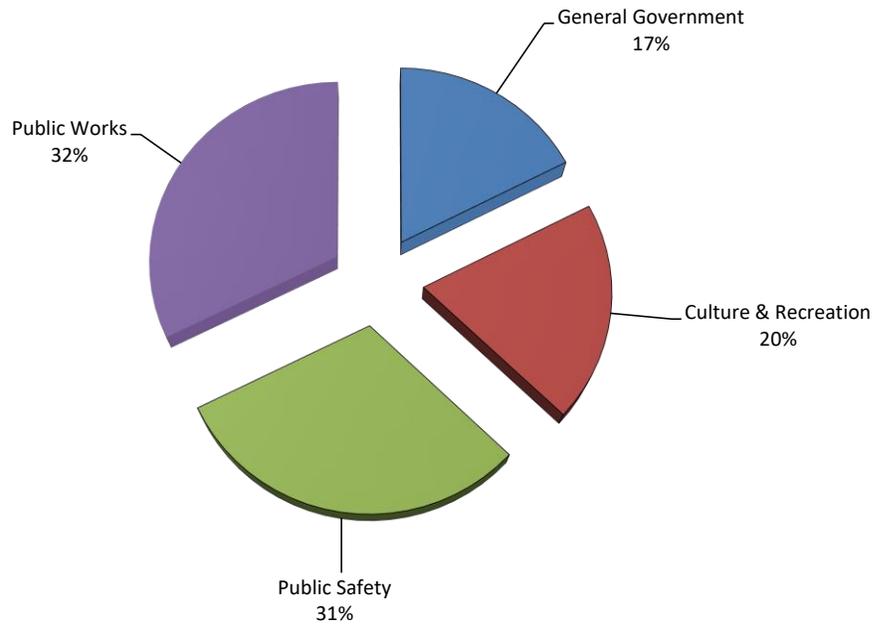
# CITY OF WOODSTOCK ORGANIZATIONAL CHART



## Personnel Summary

FISCAL YEAR STAFFING COMPARISON BY DEPARTMENT						
IN POSITIONS AND FULL-TIME EQUIVALENTS (FTE) FOR FT AND PT POSITIONS ONLY						
<i>(no SPT-seasonal or LPT included before final totals at bottom)</i>						
DEPARTMENTS	FY17/18 APPROVED FTEs	FY18/19 APPROVED FTEs	FY19/20 APPROVED FTEs	FY20/21 PROPOSED FTEs		+(-)
<b>General Government:</b>						
Administrative Adjudication	0.0	0.0	0.0	0.0		0.0
Building and Zoning	7.0	7.0	7.5	8.0		0.5
City Manager's Office	3.5	3.5	3.5	4.5		1.0
Economic Development	2.0	3.0	3.0	3.0		0.0
Finance	5.0	5.0	6.0	6.0		0.0
Human Resources	2.0	2.0	2.0	2.0		0.0
Information Technology <i>(previously in CMO)</i>	2.0	2.0	2.0	2.0		0.0
<b>Total General Government</b>	21.5	22.5	24.0	25.5		1.5
<b>Culture &amp; Recreation:</b>						
Library	14.5	14.5	15.0	15.5		0.5
Opera House/Performing Arts	6.0	6.0	7.0	5.0		(2.0)
Recreation-Recreation & Aquatic Centers	8.0	8.0	8.0	8.0		0.0
<b>Total Culture &amp; Recreation</b>	28.5	28.5	30.0	28.5		(1.5)
<b>Public Safety:</b>						
Police	43.0	42.0	44.5	44.5		0.0
<b>Public Works:</b>						
Administration	5.0	5.0	5.0	5.0		0.0
Fleet Maintenance	3.0	3.0	3.0	3.0		0.0
Parks & Facilities	8.0	8.0	9.0	9.0		0.0
Parks/Streets (shared)	3.0	3.0	3.0	3.0		0.0
Sewer & Water Maintenance	8.0	8.0	8.0	8.0		0.0
Streets	8.0	8.0	8.0	8.0		0.0
Wastewater Treatment	6.0	6.0	6.0	6.0		0.0
Water Treatment	5.0	5.0	5.0	5.0		0.0
<b>Total Public Works</b>	46.0	46.0	47.0	47.0		0.0
<b>Total Authorized FTEs (PT &amp; FT Only)</b>	139.0	139.0	145.5	145.5		0.0
<b>Authorized Full-Time Positions</b>	132.0	132.0	137.0	136.0		(1.0)
<b>Authorized Part-Time Positions</b>	16.0	16.0	19.0	21.0		2.0
<b>Total Authorized FT &amp; PT Positions</b>	148.0	148.0	156.0	157.0	*	1.0
<b>Authorized LPT, SPT-Seasonal Positions</b>	222.0	226.0	219.0	167.0		(52.0)
<b>Total Authorized Positions (FT, PT, LPT, Seasonal)</b>	370.0	374.0	375.0	324.0	*	(51.0)
<b>Funded Full-Time Positions/FTEs (1.0 FTE)</b>	131.0	131.0	136.0	135.0		(1.0)
<b>Funded Part-Time Positions/FTEs (0.5 FTE)</b>	8.0	8.0	9.5	10.5		1.0
<b>Total Funded FT &amp; PT Positions/FTEs</b>	139.0	139.0	145.5	145.5		0.0
<b>Funded LPT, SPT-Seasonal /FTEs (0.5 FTE)</b>	111.5	112.5	109.5	83.5		(26.0)
<b>Total Funded Positions/FTEs</b>	250.5	251.5	255.0	229.0		(26.0)

## FY20/21 Proposed Staffing By Municipal Division



## Overview -All Funds

	FY18/19	FY19/20		FY20/21	Percent Change From Budget to Budget
	Actual	Budget	Projected	Budget	
<b>Financial Sources:</b>					
Property Taxes	\$ 9,201,936	\$ 9,313,100	\$ 9,368,000	\$ 9,443,700	1.4%
Replacement Taxes	242,997	287,000	307,600	276,300	(3.7%)
Sales Taxes	6,812,627	7,114,400	6,793,800	6,871,400	(3.4%)
Telecommunications Taxes	487,501	480,000	485,100	480,000	0.0%
Income/Use/Auto/Cannabis Taxes	3,278,815	3,391,700	3,611,700	3,618,500	6.7%
Hotel/Motel Taxes	91,119	89,000	98,500	89,000	0.0%
MFT Allotment	678,242	679,900	912,600	1,365,000	100.8%
Impact Fees	1,299,309	627,000	244,000	276,000	(56.0%)
Fines & Fees	1,092,538	1,135,400	1,113,900	1,184,300	4.3%
Licenses & Permits	318,006	246,000	275,000	247,000	0.4%
Water & Sewer Sales	5,290,593	5,354,500	5,317,900	5,476,300	2.3%
Charges for Services	2,522,569	2,553,900	2,550,600	2,572,900	0.7%
Intergovernmental Revenues	697,564	712,800	813,000	1,325,300	85.9%
Interest	865,145	916,200	1,147,100	1,073,500	17.2%
Other	2,627,770	2,725,700	3,383,800	2,920,500	7.1%
Bond/Loan Proceeds	-	375,000	1,875,000	11,185,000	2882.7%
<b>Total Financial Sources</b>	<b>\$ 35,506,731</b>	<b>\$ 36,001,600</b>	<b>\$ 38,297,600</b>	<b>\$ 48,404,700</b>	<b>34.5%</b>
<b>Financial Uses:</b>					
<b>Expenditures:</b>					
General Government	\$ 4,064,795	\$ 4,238,400	\$ 5,985,100	\$ 5,293,300	24.9%
Public Safety	5,398,237	5,734,300	5,675,700	5,783,000	0.8%
Parks, Recreation, & Culture	5,173,985	6,468,300	6,076,800	6,660,300	3.0%
Public Works	5,979,962	6,748,600	6,974,700	16,401,500	143.0%
Utility	4,396,677	5,364,300	5,594,100	7,591,300	41.5%
Pension/Employee Insurance	5,670,401	5,875,200	5,468,100	5,990,400	2.0%
Debt Service	1,764,263	1,448,300	1,448,300	1,029,200	(28.9%)
<b>Total Expenditures</b>	<b>\$ 32,448,320</b>	<b>\$ 35,877,400</b>	<b>\$ 37,222,800</b>	<b>\$ 48,749,000</b>	<b>35.9%</b>
<b>Transfers:</b>					
Operating Transfers In	9,919,795	11,553,600	12,135,200	11,620,000	0.6%
Operating Transfers Out	(9,919,795)	(11,553,600)	(12,135,200)	(11,620,000)	0.6%
<b>Total Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Net Increase (Decrease)</b>	<b>\$ 3,058,411</b>	<b>\$ 124,200</b>	<b>\$ 1,074,800</b>	<b>\$ (344,300)</b>	<b>(377.2%)</b>
<b>Beginning Fund Equity</b>	<b>38,185,389</b>	<b>38,139,900</b>	<b>41,243,800</b>	<b>42,318,600</b>	<b>11.0%</b>
<b>Residual Equity Transfers and Other Adjustments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Ending Fund Equity</b>	<b>\$41,243,800</b>	<b>\$38,264,100</b>	<b>\$42,318,600</b>	<b>\$41,974,300</b>	<b>9.7%</b>

<b>Expenditures by Category</b>					
	<b>Total All Funds</b>				
	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Budget	Percent Change From Budget to Budget
<b>Expenditures:</b>					
Salaries	\$11,236,075	\$12,093,000	\$11,688,200	\$12,519,800	3.5%
Employee Benefits	5,618,553	5,826,600	5,583,800	4,721,000	(19.0%)
Personal Services	222,317	256,200	238,200	266,100	3.9%
Contractual Services	6,162,226	6,323,200	6,368,900	6,511,800	3.0%
Commodities	1,937,603	1,956,500	1,862,800	1,966,900	0.5%
Capital Outlay	4,299,159	6,736,700	8,574,000	17,890,400	165.6%
Interest	315,891	243,500	243,500	524,200	115.3%
Other Charges	2,656,496	2,441,700	2,663,400	4,348,800	78.1%
	<b>\$32,448,320</b>	<b>\$35,877,400</b>	<b>\$37,222,800</b>	<b>\$48,749,000</b>	<b>35.9%</b>

## Overview-Governmental Funds

	General Corporate Fund				Percent Change From Budget to Budget
	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Budget	
<b>FINANCIAL SOURCES:</b>					
Property Taxes	\$ 743,088	\$ 1,327,100	\$ 1,335,600	\$ 1,668,000	25.7%
Replacement Taxes	231,997	276,000	296,600	265,300	(3.9%)
Sales Taxes	4,188,809	4,354,900	4,172,600	4,223,500	(3.0%)
Telecommunication Tax	-	-	-	-	N/A
Video Gaming Revenue	246,355	240,000	252,700	260,000	8.3%
Income/Use/Auto/Cannabis Taxes	3,278,815	3,391,700	3,608,400	3,598,100	6.1%
Hotel/Motel Tax	-	-	-	-	N/A
MFT Allotment	-	-	-	-	N/A
Impact Fees	-	-	-	-	N/A
Fines & Fees	389,792	380,700	393,200	386,800	1.6%
Licenses & Permits	318,006	246,000	275,000	247,000	0.4%
Water & Sewer Sales	-	-	-	-	N/A
Charges for Services	167,211	185,000	150,000	160,000	(13.5%)
Intergovernmental Revenues	-	-	-	165,000	N/A
Interest	102,443	127,500	154,700	113,500	(11.0%)
Proceeds from Sale of Property	17,954	33,000	43,600	25,500	(22.7%)
Other	97,675	98,400	135,800	145,200	47.6%
Loan Proceeds	-	-	-	-	N/A
<b>Total Financial Sources</b>	<b>\$ 9,782,145</b>	<b>\$ 10,660,300</b>	<b>\$ 10,818,200</b>	<b>\$ 11,257,900</b>	<b>5.6%</b>
<b>FINANCIAL USES:</b>					
<b>Expenditures:</b>					
General Government	\$ 2,708,002	\$ 2,976,500	\$ 3,010,700	\$ 3,357,400	12.8%
Public Safety	-	-	-	-	N/A
Parks, Recreation, & Culture	713,666	748,300	706,000	748,700	0.1%
Public Works	1,766,167	1,805,900	1,702,600	1,839,800	1.9%
Debt Service	-	-	-	-	N/A
<b>Total Expenditures</b>	<b>\$ 5,187,835</b>	<b>\$ 5,530,700</b>	<b>\$ 5,419,300</b>	<b>\$ 5,945,900</b>	<b>7.5%</b>
<b>TRANSFERS:</b>					
Operating Transfers In	\$ 462,651	\$ 524,900	\$ 478,400	\$ 592,400	12.9%
Operating Transfers Out	(4,507,776)	(5,650,700)	(6,419,300)	(5,902,100)	4.4%
<b>Total Transfers</b>	<b>\$ (4,045,125)</b>	<b>\$ (5,125,800)</b>	<b>\$ (5,940,900)</b>	<b>\$ (5,309,700)</b>	<b>3.6%</b>
<b>Net Increase (Decrease)</b>	<b>549,185</b>	<b>3,800</b>	<b>(542,000)</b>	<b>2,300</b>	<b>(39.5%)</b>
<b>Beginning Fund Balance</b>	<b>\$ 4,767,115</b>	<b>\$ 4,597,400</b>	<b>\$ 5,316,300</b>	<b>\$ 4,774,300</b>	<b>3.8%</b>
<b>Residual Equity Transfers and Other Adjustments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>
<b>Ending Fund Balance</b>	<b>\$ 5,316,300</b>	<b>\$ 4,601,200</b>	<b>\$ 4,774,300</b>	<b>\$ 4,776,600</b>	<b>3.8%</b>
<b>EXPENDITURES:</b>					
Salaries	\$ 3,571,161	\$ 3,872,500	\$ 3,637,800	\$ 4,175,200	7.8%
Employee Benefits	-	-	-	-	N/A
Personal Services	98,196	120,300	102,300	113,600	(5.6%)
Contractual Services	905,638	949,800	1,083,400	965,400	1.6%
Commodities	548,843	509,100	491,000	422,500	(17.0%)
Capital Outlay	18,545	29,000	32,300	33,700	16.2%
Interest	-	-	-	-	N/A
Other Charges	45,452	50,000	72,500	235,500	371.0%
<b>Total Expenditures</b>	<b>\$ 5,187,835</b>	<b>\$ 5,530,700</b>	<b>\$ 5,419,300</b>	<b>\$ 5,945,900</b>	<b>7.5%</b>

## Overview-Governmental Funds

	Special Revenue Funds				
	FY18/19 Actual	FY19/20		FY20/21 Budget	Percent Change From Budget to Budget
		Budget	Projected		
<b>FINANCIAL SOURCES:</b>					
Property Taxes	\$ 7,814,697	\$ 7,655,400	\$ 7,702,500	\$ 7,774,700	1.6%
Replacement Taxes	11,000	11,000	11,000	11,000	0.0%
Sales Taxes	-	-	-	-	N/A
Telecommunication Tax	-	-	-	-	N/A
Video Gaming Revenue	-	-	-	-	N/A
Income/Use/Auto/Cannabis Taxes	-	-	3,300	20,400	N/A
Hotel/Motel Tax	91,119	89,000	98,500	89,000	0.0%
MFT Allotment	678,242	679,900	912,600	1,065,000	56.6%
Impact Fees	278,444	115,000	47,000	45,000	(60.9%)
Fines & Fees	702,746	754,700	720,700	797,500	5.7%
Licenses & Permits	-	-	-	-	N/A
Water & Sewer Sales	-	-	-	-	N/A
Charges for Services	2,355,358	2,368,900	2,400,600	2,412,900	1.9%
Intergovernmental Revenues	697,564	702,800	737,600	616,500	(12.3%)
Interest	98,783	109,400	124,100	92,600	(15.4%)
Proceeds from Sale of Property	-	-	-	-	N/A
Other	148,411	182,000	171,300	163,000	(10.4%)
Loan Proceeds	-	-	1,500,000	-	N/A
<b>Total Financial Sources</b>	<b>\$ 12,876,364</b>	<b>\$ 12,668,100</b>	<b>\$ 14,429,200</b>	<b>\$ 13,087,600</b>	<b>3.3%</b>
<b>FINANCIAL USES:</b>					
<b>Expenditures:</b>					
General Government	\$ 2,341,394	\$ 2,247,400	\$ 3,888,800	\$ 2,757,600	22.7%
Public Safety	5,221,028	5,585,300	5,497,700	5,539,000	(0.8%)
Parks, Recreation, & Culture	4,092,387	4,441,500	4,371,100	4,540,600	2.2%
Public Works	2,116,279	2,202,700	2,137,100	2,493,300	13.2%
Debt Service	-	-	-	-	N/A
<b>Total Expenditures</b>	<b>\$ 13,771,088</b>	<b>\$ 14,476,900</b>	<b>\$ 15,894,700</b>	<b>\$ 15,330,500</b>	<b>5.9%</b>
<b>TRANSFERS:</b>					
Operating Transfers In	\$ 3,819,594	\$ 4,880,300	\$ 5,757,800	\$ 4,528,600	(7.2%)
Operating Transfers Out	(2,938,614)	(3,322,400)	(3,201,300)	(3,170,600)	(4.6%)
<b>Total Transfers</b>	<b>\$ 880,980</b>	<b>\$ 1,557,900</b>	<b>\$ 2,556,500</b>	<b>\$ 1,358,000</b>	<b>(12.8%)</b>
<b>Net Increase (Decrease)</b>	<b>(13,744)</b>	<b>(250,900)</b>	<b>1,091,000</b>	<b>(884,900)</b>	<b>252.7%</b>
<b>Beginning Fund Balance</b>	<b>\$ 4,654,944</b>	<b>\$ 5,261,600</b>	<b>\$ 4,641,200</b>	<b>\$ 5,732,200</b>	<b>8.9%</b>
<b>Residual Equity Transfers and Other Adjustments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>
<b>Ending Fund Balance</b>	<b>\$ 4,641,200</b>	<b>\$ 5,010,700</b>	<b>\$ 5,732,200</b>	<b>\$ 4,847,300</b>	<b>(3.3%)</b>
<b>EXPENDITURES:</b>					
Salaries	\$ 6,408,675	\$ 6,946,200	\$ 6,839,600	\$ 6,950,200	0.1%
Employee Benefits	1,172,783	1,208,600	1,193,800	1,379,800	14.2%
Personal Services	104,793	112,600	117,400	129,100	14.7%
Contractual Services	4,208,350	4,370,700	4,215,800	4,495,300	2.9%
Commodities	725,243	745,500	714,800	837,000	12.3%
Capital Outlay	844,381	745,000	2,462,100	1,233,000	65.5%
Interest	25,125	19,600	19,600	13,600	(30.6%)
Other Charges	281,738	328,700	331,600	292,500	(11.0%)
<b>Total Expenditures</b>	<b>\$13,771,088</b>	<b>\$14,476,900</b>	<b>\$15,894,700</b>	<b>\$15,330,500</b>	<b>5.9%</b>

## Overview-Governmental Funds

	Debt Service Funds				
	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Budget	Percent Change From Budget to Budget
<b>FINANCIAL SOURCES:</b>					
Property Taxes	\$ 643,152	\$ 329,600	\$ 328,900	\$ -	(100.0%)
Replacement Taxes	-	-	-	-	N/A
Sales Taxes	-	-	-	-	N/A
Telecommunication Tax	-	-	-	-	N/A
Video Gaming Revenue	-	-	-	-	N/A
Income/Use/Auto/Cannabis Taxes	-	-	-	-	N/A
Hotel/Motel Tax	-	-	-	-	N/A
MFT Allotment	-	-	-	-	N/A
Impact Fees	-	-	-	-	N/A
Fines & Fees	-	-	-	-	N/A
Licenses & Permits	-	-	-	-	N/A
Water & Sewer Sales	-	-	-	-	N/A
Charges for Services	-	-	-	-	N/A
Intergovernmental Revenues	-	-	-	-	N/A
Interest	4,361	2,200	1,300	-	(100.0%)
Proceeds from Sale of Property	-	-	-	-	N/A
Other	85,287	75,000	80,000	80,000	6.7%
Loan Proceeds	-	-	-	-	N/A
<b>Total Financial Sources</b>	<b>\$ 732,800</b>	<b>\$ 406,800</b>	<b>\$ 410,200</b>	<b>\$ 80,000</b>	<b>(80.3%)</b>
<b>FINANCIAL USES:</b>					
<b>Expenditures:</b>					
General Government	\$ 1,882	\$ 1,500	\$ 1,500	\$ 800	(46.7%)
Public Safety	-	-	-	-	N/A
Parks, Recreation, & Culture	-	-	-	-	N/A
Public Works	-	-	-	-	N/A
Debt Service	1,764,263	1,448,300	1,448,300	1,029,200	(28.9%)
<b>Total Expenditures</b>	<b>\$ 1,766,145</b>	<b>\$ 1,449,800</b>	<b>\$ 1,449,800</b>	<b>\$ 1,030,000</b>	<b>(29.0%)</b>
<b>TRANSFERS:</b>					
Operating Transfers In	\$ 1,033,345	\$ 1,044,200	\$ 1,039,600	\$ 950,000	(9.0%)
Operating Transfers Out	-	-	-	-	N/A
<b>Total Transfers</b>	<b>\$ 1,033,345</b>	<b>\$ 1,044,200</b>	<b>\$ 1,039,600</b>	<b>\$ 950,000</b>	<b>(9.0%)</b>
<b>Net Increase (Decrease)</b>	<b>-</b>	<b>1,200</b>	<b>-</b>	<b>-</b>	<b>(100.0%)</b>
<b>Beginning Fund Balance</b>	<b>\$ -</b>	<b>\$ (500)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>
<b>Residual Equity Transfers and Other Adjustments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>
<b>Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ 700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>(100.0%)</b>
<b>EXPENDITURES:</b>					
Salaries	\$ -	\$ -	\$ -	\$ -	N/A
Employee Benefits	-	-	-	-	N/A
Personal Services	-	-	-	-	N/A
Contractual Services	-	-	-	-	N/A
Commodities	-	-	-	-	N/A
Capital Outlay	-	-	-	-	N/A
Interest	169,263	118,300	118,300	414,100	250.0%
Other Charges	1,596,882	1,331,500	1,331,500	615,900	(53.7%)
<b>Total Expenditures</b>	<b>\$1,766,145</b>	<b>\$1,449,800</b>	<b>\$1,449,800</b>	<b>\$1,030,000</b>	<b>(29.0%)</b>

## Overview-Governmental Funds

	Capital Project Funds				
	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Budget	Percent Change From Budget to Budget
<b>FINANCIAL SOURCES:</b>					
Property Taxes	\$ 999	\$ 1,000	\$ 1,000	\$ 1,000	0.0%
Replacement Taxes	-	-	-	-	N/A
Sales Taxes	2,623,818	2,759,500	2,621,200	2,647,900	(4.0%)
Telecommunication Tax	487,501	480,000	485,100	480,000	0.0%
Video Gaming Revenue	-	-	-	-	N/A
Income/Use/Auto/Cannabis Taxes	-	-	-	-	N/A
Hotel/Motel Tax	-	-	-	-	N/A
MFT Allotment	-	-	-	300,000	N/A
Impact Fees	90,348	87,000	27,000	31,000	(64.4%)
Fines & Fees	-	-	-	-	N/A
Licenses & Permits	-	-	-	-	N/A
Water & Sewer Sales	-	-	-	-	N/A
Charges for Services	-	-	-	-	N/A
Intergovernmental Revenues	-	10,000	75,400	543,800	5338.0%
Interest	47,990	31,100	44,600	32,600	4.8%
Proceeds from Sale of Property	-	-	-	-	N/A
Other	-	-	22,200	-	N/A
Loan Proceeds	-	-	-	10,000,000	N/A
<b>Total Financial Sources</b>	<b>\$ 3,250,656</b>	<b>\$ 3,368,600</b>	<b>\$ 3,276,500</b>	<b>\$ 14,036,300</b>	<b>316.7%</b>
<b>FINANCIAL USES:</b>					
<b>Expenditures:</b>					
General Government	\$ 186,300	\$ 221,600	\$ 277,900	\$ 557,300	151.5%
Public Safety	177,209	149,000	178,000	244,000	63.8%
Parks, Recreation, & Culture	367,932	1,278,500	999,700	1,371,000	7.2%
Public Works	2,097,516	2,740,000	3,135,000	12,068,400	340.5%
Debt Service	-	-	-	-	N/A
<b>Total Expenditures</b>	<b>\$ 2,828,957</b>	<b>\$ 4,389,100</b>	<b>\$ 4,590,600</b>	<b>\$ 14,240,700</b>	<b>224.5%</b>
<b>TRANSFERS:</b>					
Operating Transfers In	\$ 70,000	\$ 382,000	\$ 342,000	\$ 754,400	97.5%
Operating Transfers Out	(581,184)	(581,200)	(581,000)	(383,900)	(33.9%)
<b>Total Transfers</b>	<b>\$ (511,184)</b>	<b>\$ (199,200)</b>	<b>\$ (239,000)</b>	<b>\$ 370,500</b>	<b>(286.0%)</b>
<b>Net Increase (Decrease)</b>	<b>(89,485)</b>	<b>(1,219,700)</b>	<b>(1,553,100)</b>	<b>166,100</b>	<b>(113.6%)</b>
<b>Beginning Fund Balance</b>	<b>\$ 2,174,485</b>	<b>\$ 2,388,500</b>	<b>\$ 2,085,000</b>	<b>\$ 531,900</b>	<b>(77.7%)</b>
<b>Residual Equity Transfers and Other Adjustments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>
<b>Ending Fund Balance</b>	<b>\$ 2,085,000</b>	<b>\$ 1,168,800</b>	<b>\$ 531,900</b>	<b>\$ 698,000</b>	<b>(40.3%)</b>
<b>EXPENDITURES:</b>					
Salaries	\$ -	\$ -	\$ -	\$ -	N/A
Employee Benefits	-	-	-	-	N/A
Personal Services	-	-	-	-	N/A
Contractual Services	2,015	-	-	-	N/A
Commodities	-	-	-	-	N/A
Capital Outlay	2,826,942	4,389,100	4,590,600	14,240,700	224.5%
Interest	-	-	-	-	N/A
Other Charges	-	-	-	-	N/A
<b>Total Expenditures</b>	<b>\$2,828,957</b>	<b>\$ 4,389,100</b>	<b>\$4,590,600</b>	<b>\$14,240,700</b>	<b>224.5%</b>

## Overview-Governmental Funds

	Total Governmental Funds				
	FY18/19 Actual	FY19/20		FY20/21 Budget	Percent Change From Budget to Budget
		Budget	Projected		
<b>FINANCIAL SOURCES:</b>					
Property Taxes	\$ 9,201,936	\$ 9,313,100	\$ 9,368,000	\$ 9,443,700	1.4%
Replacement Taxes	242,997	287,000	307,600	276,300	(3.7%)
Sales Taxes	6,812,627	7,114,400	6,793,800	6,871,400	(3.4%)
Telecommunication Tax	487,501	480,000	485,100	480,000	0.0%
Video Gaming Revenue	246,355	240,000	252,700	260,000	8.3%
Income/Use/Auto/Cannabis Taxes	3,278,815	3,391,700	3,611,700	3,618,500	6.7%
Hotel/Motel Tax	91,119	89,000	98,500	89,000	0.0%
MFT Allotment	678,242	679,900	912,600	1,365,000	100.8%
Impact Fees	368,792	202,000	74,000	76,000	(62.4%)
Fines & Fees	1,092,538	1,135,400	1,113,900	1,184,300	4.3%
Licenses & Permits	318,006	246,000	275,000	247,000	0.4%
Water & Sewer Sales	-	-	-	-	N/A
Charges for Services	2,522,569	2,553,900	2,550,600	2,572,900	0.7%
Intergovernmental Revenues	697,564	712,800	813,000	1,325,300	85.9%
Interest	253,577	270,200	324,700	238,700	(11.7%)
Proceeds from Sale of Property	17,954	33,000	43,600	25,500	(22.7%)
Other	331,373	355,400	409,300	388,200	9.2%
Loan Proceeds	-	-	1,500,000	10,000,000	N/A
<b>Total Financial Sources</b>	<b>\$ 26,641,965</b>	<b>\$ 27,103,800</b>	<b>\$ 28,934,100</b>	<b>\$ 38,461,800</b>	<b>41.9%</b>
<b>FINANCIAL USES:</b>					
<b>Expenditures:</b>					
General Government	\$ 5,237,578	\$ 5,447,000	\$ 7,178,900	\$ 6,673,100	22.5%
Public Safety	5,398,237	5,734,300	5,675,700	5,783,000	0.8%
Parks, Recreation, & Culture	5,173,985	6,468,300	6,076,800	6,660,300	3.0%
Public Works	5,979,962	6,748,600	6,974,700	16,401,500	143.0%
Debt Service	1,764,263	1,448,300	1,448,300	1,029,200	(28.9%)
<b>Total Expenditures</b>	<b>\$ 23,554,025</b>	<b>\$ 25,846,500</b>	<b>\$ 27,354,400</b>	<b>\$ 36,547,100</b>	<b>41.4%</b>
<b>TRANSFERS:</b>					
Operating Transfers In	\$ 5,385,590	\$ 6,831,400	\$ 7,617,800	\$ 6,825,400	(0.1%)
Operating Transfers Out	(8,027,574)	(9,554,300)	(10,201,600)	(9,456,600)	(1.0%)
<b>Total Transfers</b>	<b>\$ (2,641,984)</b>	<b>\$ (2,722,900)</b>	<b>\$ (2,583,800)</b>	<b>\$ (2,631,200)</b>	<b>(3.4%)</b>
<b>Net Increase (Decrease)</b>	<b>445,956</b>	<b>(1,465,600)</b>	<b>(1,004,100)</b>	<b>(716,500)</b>	<b>(51.1%)</b>
<b>Beginning Fund Balance</b>	<b>\$ 11,596,544</b>	<b>\$ 12,247,000</b>	<b>\$ 12,042,500</b>	<b>\$ 11,038,400</b>	<b>(9.9%)</b>
<b>Residual Equity Transfers and Other Adjustments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>
<b>Ending Fund Balance</b>	<b>\$ 12,042,500</b>	<b>\$ 10,781,400</b>	<b>\$ 11,038,400</b>	<b>\$ 10,321,900</b>	<b>(4.3%)</b>
<b>EXPENDITURES:</b>					
Salaries	\$9,979,836	\$10,818,700	\$10,477,400	\$11,125,400	2.8%
Employee Benefits	1,172,783	1,208,600	1,193,800	1,379,800	14.2%
Personal Services	202,989	232,900	219,700	242,700	4.2%
Contractual Services	5,116,003	5,320,500	5,299,200	5,460,700	2.6%
Commodities	1,274,086	1,254,600	1,205,800	1,259,500	0.4%
Capital Outlay	3,689,868	5,163,100	7,085,000	15,507,400	200.4%
Interest	194,388	137,900	137,900	427,700	210.2%
Other Charges	1,924,072	1,710,200	1,735,600	1,143,900	(33.1%)
<b>Total Expenditures</b>	<b>\$23,554,025</b>	<b>\$25,846,500</b>	<b>\$27,354,400</b>	<b>\$36,547,100</b>	<b>41.4%</b>

## Overview-Proprietary Funds

	Water & Sewer Fund				
	FY18/19 Actual	FY19/20		FY20/21 Budget	Percent Change From Budget to Budget
		Budget	Projected		
<b>FINANCIAL SOURCES:</b>					
Impact Fees	\$ 930,517	\$ 425,000	\$ 170,000	\$ 200,000	(52.9%)
Water & Sewer Sales	5,290,593	5,354,500	5,317,900	5,476,300	2.3%
Interest	140,345	146,000	166,300	129,800	(11.1%)
Other	24,827	45,000	41,500	42,500	(5.6%)
Bond Proceeds	-	375,000	375,000	1,185,000	216.0%
<b>Total Financial Sources</b>	<b>\$ 6,386,282</b>	<b>\$ 6,345,500</b>	<b>\$ 6,070,700</b>	<b>\$ 7,033,600</b>	<b>10.8%</b>
<b>FINANCIAL USES:</b>					
<b>Expenditures:</b>					
Water Treatment	\$ 990,312	\$ 1,026,800	\$ 979,000	\$ 1,065,000	3.7%
Wastewater Treatment	1,131,140	1,133,900	1,165,800	1,200,900	5.9%
Sewer & Water Maintenance	976,736	921,600	883,600	1,043,500	13.2%
Administrative	142,368	159,700	155,000	153,500	(3.9%)
Capital Improvements	584,061	1,555,800	1,469,200	2,366,000	52.1%
Health Insurance	-	-	-	-	N/A
Debt Service	572,060	566,500	941,500	1,762,400	211.1%
<b>Total Expenditures</b>	<b>\$ 4,396,677</b>	<b>\$ 5,364,300</b>	<b>\$ 5,594,100</b>	<b>\$ 7,591,300</b>	<b>41.5%</b>
<b>TRANSFERS:</b>					
Operating Transfers In	\$ 1,161,000	\$ 1,184,000	\$ 1,184,000	\$ 1,317,900	11.3%
Operating Transfers Out	(1,887,221)	(1,994,300)	(1,928,600)	(2,158,400)	8.2%
<b>Total Transfers</b>	<b>\$ (726,221)</b>	<b>\$ (810,300)</b>	<b>\$ (744,600)</b>	<b>\$ (840,500)</b>	<b>3.7%</b>
<b>Net Increase (Decrease)</b>	<b>1,263,384</b>	<b>170,900</b>	<b>(268,000)</b>	<b>(1,398,200)</b>	<b>(918.1%)</b>
<b>Beginning Net Assets</b>	<b>\$ 5,261,016</b>	<b>\$ 5,943,000</b>	<b>\$ 6,524,400</b>	<b>\$ 6,256,400</b>	<b>5.3%</b>
<b>Residual Equity Transfers and Other Adjustments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Ending Net Assets</b>	<b>\$ 6,524,400</b>	<b>\$ 6,113,900</b>	<b>\$ 6,256,400</b>	<b>\$ 4,858,200</b>	<b>(20.5%)</b>
<b>EXPENDITURES:</b>					
Salaries	\$ 1,256,239	\$ 1,274,300	\$ 1,210,800	\$ 1,394,400	9.4%
Employee Benefits	233,083	228,100	219,000	278,800	22.2%
Personal Services	16,883	20,400	16,100	20,600	1.0%
Contractual Services	1,045,604	999,700	1,060,800	1,044,800	4.5%
Commodities	663,517	701,700	656,900	707,300	0.8%
Capital Outlay	609,291	1,573,600	1,489,000	2,383,000	51.4%
Interest	121,503	105,600	105,600	96,500	(8.6%)
Other Charges	450,557	460,900	835,900	1,665,900	261.4%
<b>Total Expenditures</b>	<b>\$4,396,677</b>	<b>\$5,364,300</b>	<b>\$5,594,100</b>	<b>\$7,591,300</b>	<b>41.5%</b>

## Overview-Proprietary Funds

	Health/Life Insurance Fund				Percent Change From Budget to Budget
	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Budget	
<b>FINANCIAL SOURCES:</b>					
Impact Fees	\$ -	\$ -	\$ -	\$ -	N/A
Water & Sewer Sales	-	-	-	-	N/A
Interest	30	-	100	5,000	N/A
Other	1,191,535	752,000	995,700	814,300	8.3%
Bond Proceeds	-	-	-	-	N/A
<b>Total Financial Sources</b>	<b>\$ 1,191,565</b>	<b>\$ 752,000</b>	<b>\$ 995,800</b>	<b>\$ 819,300</b>	<b>8.9%</b>
<b>FINANCIAL USES:</b>					
<b>Expenditures:</b>					
Water Treatment	\$ -	\$ -	\$ -	\$ -	N/A
Wastewater Treatment	-	-	-	-	N/A
Sewer & Water Maintenance	-	-	-	-	N/A
Administrative	-	-	-	-	N/A
Capital Improvements	-	-	-	-	N/A
Health Insurance	2,910,698	2,969,900	2,745,300	3,062,400	3.1%
Debt Service	-	-	-	-	N/A
<b>Total Expenditures</b>	<b>\$ 2,910,698</b>	<b>\$ 2,969,900</b>	<b>\$ 2,745,300</b>	<b>\$ 3,062,400</b>	<b>3.1%</b>
<b>TRANSFERS:</b>					
Operating Transfers In	\$ 2,030,894	\$ 2,189,800	\$ 1,985,000	\$ 2,110,700	(3.6%)
Operating Transfers Out	-	-	-	-	N/A
<b>Total Transfers</b>	<b>\$ 2,030,894</b>	<b>\$ 2,189,800</b>	<b>\$ 1,985,000</b>	<b>\$ 2,110,700</b>	<b>(3.6%)</b>
<b>Net Increase (Decrease)</b>	<b>311,761</b>	<b>(28,100)</b>	<b>235,500</b>	<b>(132,400)</b>	<b>371.2%</b>
<b>Beginning Net Assets</b>	<b>\$ 102,739</b>	<b>\$ 52,300</b>	<b>\$ 414,500</b>	<b>\$ 650,000</b>	<b>1142.8%</b>
<b>Residual Equity Transfers and Other Adjustments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Ending Net Assets</b>	<b>\$ 414,500</b>	<b>\$ 24,200</b>	<b>\$ 650,000</b>	<b>\$ 517,600</b>	<b>2038.8%</b>
<b>EXPENDITURES:</b>					
Salaries	\$ -	\$ -	\$ -	\$ -	N/A
Employee Benefits	2,910,698	2,969,900	2,745,300	3,062,400	3.1%
Personal Services	-	-	-	-	N/A
Contractual Services	-	-	-	-	N/A
Commodities	-	-	-	-	N/A
Capital Outlay	-	-	-	-	N/A
Interest	-	-	-	-	N/A
Other Charges	-	-	-	-	N/A
<b>Total Expenditures</b>	<b>\$2,910,698</b>	<b>\$2,969,900</b>	<b>\$2,745,300</b>	<b>\$3,062,400</b>	<b>3.1%</b>

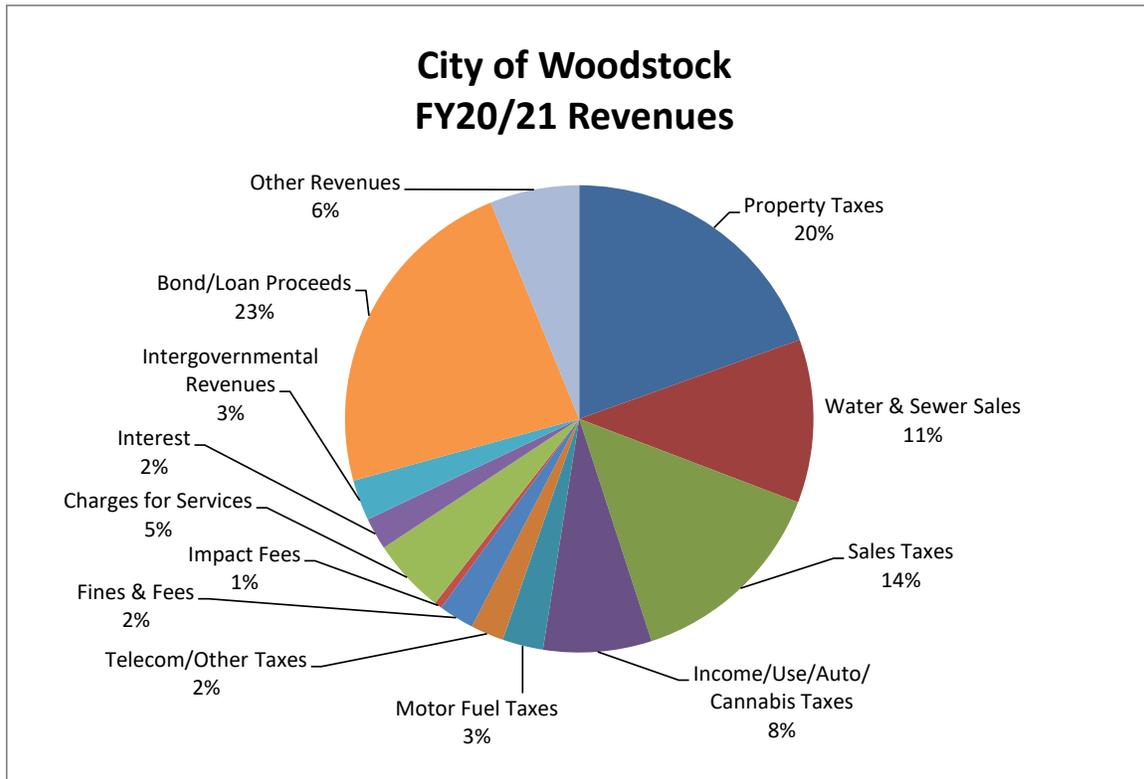
## Overview-Proprietary Funds

	Total Proprietary Funds				Percent Change From Budget to Budget
	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Budget	
<b>FINANCIAL SOURCES:</b>					
Impact Fees	\$ 930,517	\$ 425,000	\$ 170,000	\$ 200,000	(52.9%)
Water & Sewer Sales	5,290,593	5,354,500	5,317,900	5,476,300	2.3%
Interest	140,375	146,000	166,400	134,800	(7.7%)
Other	1,216,362	797,000	1,037,200	856,800	7.5%
Bond Proceeds	-	375,000	375,000	1,185,000	N/A
<b>Total Financial Sources</b>	<b>\$ 7,577,847</b>	<b>\$ 7,097,500</b>	<b>\$ 7,066,500</b>	<b>\$ 7,852,900</b>	<b>10.6%</b>
<b>FINANCIAL USES:</b>					
<b>Expenditures:</b>					
Water Treatment	\$ 990,312	\$ 1,026,800	\$ 979,000	\$ 1,065,000	3.7%
Wastewater Treatment	1,131,140	1,133,900	1,165,800	1,200,900	5.9%
Sewer & Water Maintenance	976,736	921,600	883,600	1,043,500	13.2%
Administrative	142,368	159,700	155,000	153,500	(3.9%)
Capital Improvements	584,061	1,555,800	1,469,200	2,366,000	52.1%
Health Insurance	2,910,698	2,969,900	2,745,300	3,062,400	3.1%
Debt Service	572,060	566,500	941,500	1,762,400	211.1%
<b>Total Expenditures</b>	<b>\$ 7,307,375</b>	<b>\$ 8,334,200</b>	<b>\$ 8,339,400</b>	<b>\$ 10,653,700</b>	<b>27.8%</b>
<b>TRANSFERS:</b>					
Operating Transfers In	\$ 3,191,894	\$ 3,373,800	\$ 3,169,000	\$ 3,428,600	1.6%
Operating Transfers Out	(1,887,221)	(1,994,300)	(1,928,600)	(2,158,400)	8.2%
<b>Total Transfers</b>	<b>\$ 1,304,673</b>	<b>\$ 1,379,500</b>	<b>\$ 1,240,400</b>	<b>\$ 1,270,200</b>	<b>(7.9%)</b>
<b>Net Increase (Decrease)</b>	<b>1,575,145</b>	<b>142,800</b>	<b>(32,500)</b>	<b>(1,530,600)</b>	<b>(1171.8%)</b>
<b>Beginning Net Assets</b>	<b>\$ 5,363,755</b>	<b>\$ 5,995,300</b>	<b>\$ 6,938,900</b>	<b>\$ 6,906,400</b>	<b>15.2%</b>
<b>Residual Equity Transfers and Other Adjustments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Ending Net Assets</b>	<b>\$ 6,938,900</b>	<b>\$ 6,138,100</b>	<b>\$ 6,906,400</b>	<b>\$ 5,375,800</b>	<b>(12.4%)</b>
<b>EXPENDITURES:</b>					
Salaries	\$ 1,256,239	\$ 1,274,300	\$ 1,210,800	\$ 1,394,400	9.4%
Employee Benefits	3,143,781	3,198,000	2,964,300	3,341,200	4.5%
Personal Services	16,883	20,400	16,100	20,600	1.0%
Contractual Services	1,045,604	999,700	1,060,800	1,044,800	4.5%
Commodities	663,517	701,700	656,900	707,300	0.8%
Capital Outlay	609,291	1,573,600	1,489,000	2,383,000	51.4%
Interest	121,503	105,600	105,600	96,500	(8.6%)
Other Charges	450,557	460,900	835,900	1,665,900	261.4%
<b>Total Expenditures</b>	<b>\$7,307,375</b>	<b>\$8,334,200</b>	<b>\$8,339,400</b>	<b>\$10,653,700</b>	<b>27.8%</b>

Overview-Fiduciary Funds

	Police Pension Fund				Percent Change From Budget to Budget
	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Budget	
<b>FINANCIAL SOURCES:</b>					
Interest	\$ 471,193	\$ 500,000	\$ 656,000	\$ 700,000	40.0%
Other	815,726	1,300,300	1,641,000	1,390,000	6.9%
<b>Total Financial Sources</b>	<b>\$ 1,286,919</b>	<b>\$ 1,800,300</b>	<b>\$ 2,297,000</b>	<b>\$ 2,090,000</b>	<b>16.1%</b>
<b>FINANCIAL USES:</b>					
<b>Expenditures:</b>					
Pension Payments	\$ 1,301,989	\$ 1,420,000	\$ 1,425,700	\$ -	(100.0%)
Investment Fees	237,674	205,000	41,200	33,000	(83.9%)
Other Charges	47,257	71,700	62,100	1,515,200	2013.2%
<b>Total Expenditures</b>	<b>\$ 1,586,920</b>	<b>\$ 1,696,700</b>	<b>\$ 1,529,000</b>	<b>\$ 1,548,200</b>	<b>(8.8%)</b>
<b>TRANSFERS:</b>					
Operating Transfers In	\$ 1,342,311	\$ 1,348,400	\$ 1,348,400	\$ 1,366,000	1.3%
Operating Transfers Out	(5,000)	(5,000)	(5,000)	(5,000)	0.0%
<b>Total Transfers</b>	<b>\$ 1,337,311</b>	<b>\$ 1,343,400</b>	<b>\$ 1,343,400</b>	<b>\$ 1,361,000</b>	<b>1.3%</b>
<b>Net Increase (Decrease)</b>	<b>1,037,310</b>	<b>1,447,000</b>	<b>2,111,400</b>	<b>1,902,800</b>	<b>31.5%</b>
<b>Beginning Fund Balance</b>	<b>\$ 21,225,090</b>	<b>\$ 19,897,600</b>	<b>\$ 22,262,400</b>	<b>\$ 24,373,800</b>	<b>22.5%</b>
<b>Residual Equity Transfers and Other Adjustments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>
<b>Ending Fund Balance</b>	<b>\$ 22,262,400</b>	<b>\$ 21,344,600</b>	<b>\$ 24,373,800</b>	<b>\$ 26,276,600</b>	<b>23.1%</b>
<b>EXPENDITURES:</b>					
Salaries	\$ -	\$ -	\$ -	\$ -	N/A
Employee Benefits	1,301,989	1,420,000	1,425,700	-	(100.0%)
Personal Services	2,445	2,900	2,400	2,800	(3.4%)
Contractual Services	619	3,000	8,900	6,300	110.0%
Commodities	-	200	100	100	(50.0%)
Capital Outlay	-	-	-	-	N/A
Interest	-	-	-	-	N/A
Other Charges	281,867	270,600	91,900	1,539,000	468.7%
<b>Total Expenditures</b>	<b>\$1,586,920</b>	<b>\$1,696,700</b>	<b>\$1,529,000</b>	<b>\$1,548,200</b>	<b>(8.8%)</b>

## Major Revenues



The City has several revenue sources, each representing a different percentage of total revenues.

<b>Revenue Analysis</b>						
Item	FY16/17	FY17/18	FY18/19	FY19/20		FY20/21
	Actual	Actual	Actual	Budget	Projected	Budget
Property Taxes*	\$10,041,915	\$9,111,624	\$9,201,936	\$9,313,100	\$9,368,000	\$9,443,700
Water & Sewer Sales	4,874,097	4,945,776	5,290,593	5,354,500	5,317,900	5,476,300
Sales Taxes	4,071,041	4,897,210	6,812,627	7,114,400	6,793,800	6,871,400
Income/Use/Auto/Cannabis Taxes	2,995,800	2,998,991	3,278,815	3,391,700	3,611,700	3,618,500
Motor Fuel Taxes	662,632	682,400	678,242	679,900	912,600	1,365,000
Telecom/Other Taxes	1,155,387	1,096,100	1,067,972	1,096,000	1,143,900	1,105,300
Fines & Fees	1,046,807	1,009,468	1,092,538	1,135,400	1,113,900	1,184,300
Impact Fees	501,184	954,716	1,299,309	627,000	244,000	276,000
Charges for Services	2,395,966	2,457,861	2,522,569	2,553,900	2,550,600	2,572,900
Interest	536,850	663,002	865,145	916,200	1,147,100	1,073,500
Intergovernmental Revenues	1,322,269	944,124	697,564	712,800	813,000	1,325,300
Bond/Loan Proceeds	0	0	0	375,000	1,875,000	11,185,000
Other Revenues	2,924,757	3,342,205	2,699,421	2,731,700	3,406,100	2,907,500
<b>TOTALS</b>	<b>\$32,528,705</b>	<b>\$33,103,477</b>	<b>\$35,506,731</b>	<b>\$36,001,600</b>	<b>\$38,297,600</b>	<b>\$48,404,700</b>

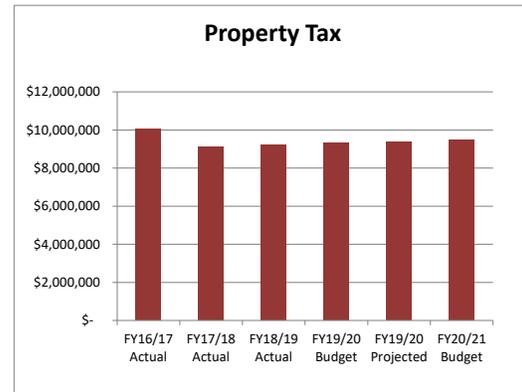
\*Includes Road and Bridge

## Revenue Overview

Information provided in this section includes figures for FY16/17, FY17/18, and FY18/19, which are based on actual amounts, FY19/20 budget and projected amounts, and FY20/21 proposed budget amounts. The percentage increase/decrease is based on comparing the results of a given fiscal year with the prior year. In the case of FY19/20 budget and projected percentage increases, the associated values are based on the changes compared with the FY18/19 actual results. The FY20/21 percentage increase/decrease reflects the change between the FY19/20 budget amount and the FY20/21 proposed budget.

## Property Tax\*

Fiscal Year	Amount	% Inc (Dec)
FY16/17	\$10,041,915	
FY17/18	9,111,624	(9.3%)
FY18/19	9,201,936	1.0%
FY19/20		
Budget	9,313,100	1.2%
Projected	9,368,000	1.8%
FY20/21	9,443,700	0.8%



\*Includes Road and Bridge

The City's property tax levy is allocated to fund a variety of purposes and is reported as revenue within sixteen (16) funds. A table presenting the collections is shown below:

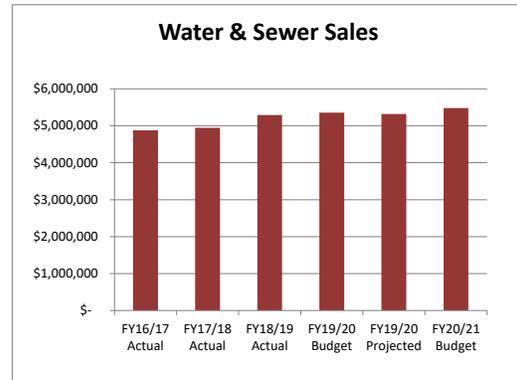
Fund	FY17/18 (Tax Year 2016)	FY18/19 (Tax Year 2017)	FY19/20 (Tax Year 2018) Est.	FY20/21 (Tax Year 2019) Est.
General Corporate*	\$721,935	\$743,088	\$1,335,600	\$1,668,000
IMRF	253,337	442,208	425,400	358,200
Social Security	348,092	239,223	257,600	326,700
Library	1,141,013	1,268,510	1,310,500	1,357,300
Liability Insurance	552,057	484,317	429,000	355,000
Police Pension	1,408,018	1,342,311	1,208,500	1,366,000
Police Protection	2,478,503	2,473,861	2,479,500	2,485,000
Env. Management	267,005	263,113	232,900	233,400
Parks	299,218	298,652	299,300	300,000
Debt Service	650,246	643,152	328,900	0
Tax Increment Finance	608,868	656,753	712,600	650,000
Other Funds	383,332	346,748	348,200	344,100
TOTAL	\$9,111,624	\$9,201,936	\$9,368,000	\$9,443,700

\*Includes Road and Bridge

The City's levy in the past has represented approximately 16% of a property owner's total property tax bill. It is important to note that the City of Woodstock represents a full-service community. Several functions that are typically provided through the use of special districts (i.e., Library, Opera House, Parks and Recreation) are instead operated as Departments of the City and are included within the City's property tax levy.

## Water & Sewer Sales

Fiscal Year	Amount	% Inc (Dec)
FY16/17	\$ 4,874,097	
FY17/18	4,945,776	1.5%
FY18/19	5,290,593	7.0%
FY19/20		
Budget	5,354,500	1.2%
Projected	5,317,900	0.5%
FY20/21	5,476,300	3.0%



The City operates its own water and sewer utility that provides these services to the residents and a few bordering non-residents. Costs for these services are paid through quarterly user fees assessed based on water usage. The water and sewer operations are accounted for within the City's only enterprise fund.

Current quarterly water and sewer rates are as follows:

Minimum Bill	\$27.99
Up to but not exceeding 900 cubic feet	\$27.99 + \$3.17 per 100 cubic feet
Over 900 cubic feet	\$6.34 per 100 cubic feet

The proposed FY20/21 budget includes a recommendation to increase water and sewer rates by 5.0% effective May 1, 2020. If rates are increased by 5.0%, the new quarterly rates would be as follows:

Minimum Bill	\$29.39
Up to but not exceeding 900 cubic feet	\$29.39 + \$3.32 per 100 cubic feet
Over 900 cubic feet	\$6.66 per 100 cubic feet

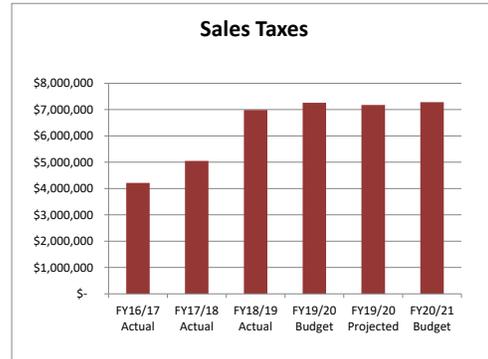
Average consumption for a family of four has been estimated at 2,200 cubic feet per quarter. Therefore, the proposed 5.0% increase would result in the average Woodstock resident's bill increasing from \$139.48 in FY19/20 to \$146.52 in FY20/21, a quarterly increase of \$7.04 or \$2.35 per month.

Revenue is projected to increase in FY19/20 by 0.5%. With the 5% rate increase that was put into place at the beginning of FY19/20, the City would have expected revenue to be higher; however, less water was sold. The City suspects this was a result of a wetter than normal summer, which reduces the amount of water sold for outdoor watering.

For FY20/21, the budget includes an increase in revenue of 3.0%, which results in a budget figure 2.0% less than the proposed rate increase. The City has estimated this lower amount since water revenue is very dependent on weather and outdoor watering needs from customers.

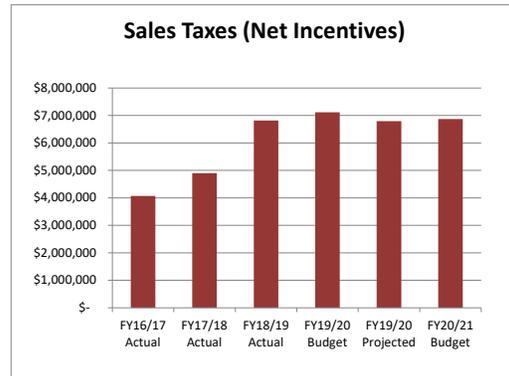
## Sales Tax

Fiscal Year	Amount	% Inc (Dec)
FY16/17	\$4,071,041	
FY17/18	5,045,726	23.9%
FY18/19	6,981,312	38.4%
FY19/20		
Budget	7,259,500	4.0%
Projected	7,171,200	2.7%
FY20/21	7,282,900	1.6%



The City has two types of sales tax: Municipal Tax and Home Rule Sales Tax. The Municipal Tax applies to all items, except qualified food and drugs, in Woodstock and represents a portion of the State’s overall 7.0% sales tax. The City receives 1.0% of this 7.0% for items sold in Woodstock. The remaining 6.0% is distributed as follows: 5.0% State, .75% County and .25% Regional Transportation Authority (RTA). The Home Rule sales tax of 1% applies to all items except qualified food, drugs, and titled vehicles such as cars, trucks, and motorcycles. This tax was implemented on January 1, 2018, which accounts for the large increases realized in FY17/18 and FY18/19.

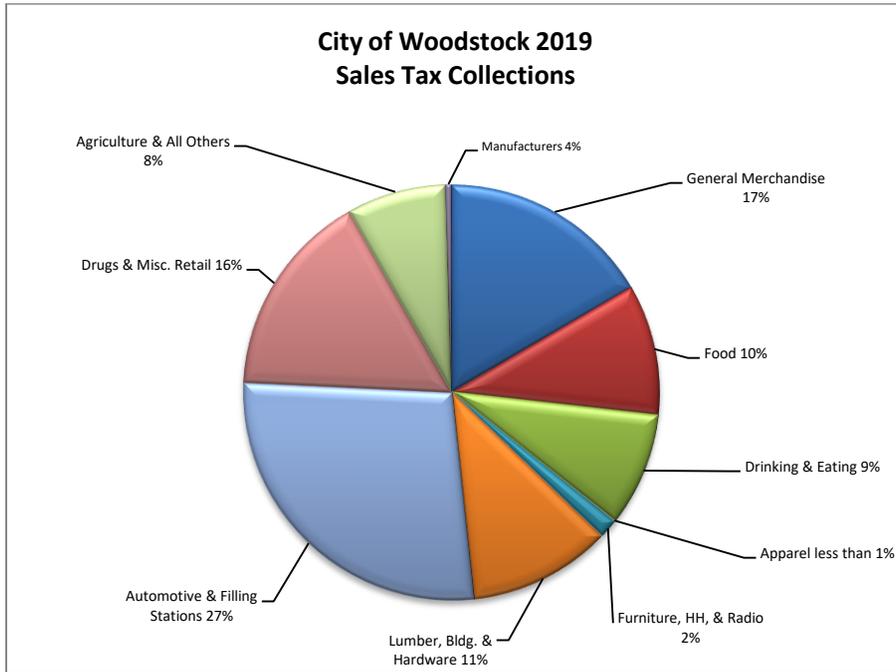
Fiscal Year	Amount	% Inc (Dec)
FY16/17	\$4,071,041	
FY17/18	4,897,210	20.3%
FY18/19	6,812,627	39.1%
FY19/20		
Budget	7,114,400	4.4%
Projected	6,793,800	(0.3%)
FY20/21	6,871,400	1.1%



\*Net Sales Tax Incentives

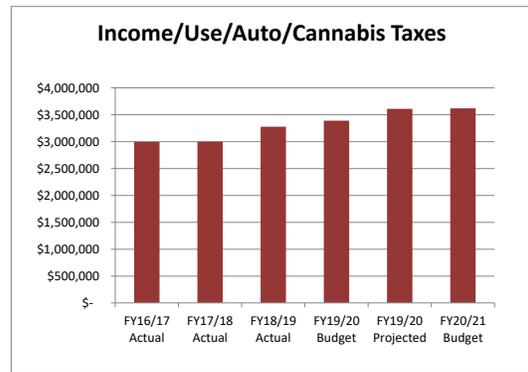
The City has numerous sales tax incentives, which it nets with sales tax revenue. Despite an increase in overall sales tax, a large amount of the increase relates to automotive sales that have negotiated sales tax incentives to improve and grow their dealerships, and as a result the City is projected to realize a net decrease in sales tax revenue in FY19/20.

Below is a chart that indicates sales for the Municipal Tax by category as supplied by the Illinois Department of Revenue for calendar year 2019, the most recent data available.



### Income/Use/Auto/Cannabis Taxes

Fiscal Year	Amount	% Inc (Dec)
FY16/17	\$ 2,995,800	
FY17/18	2,998,991	0.1%
FY18/19	3,278,815	9.3%
FY19/20		
Budget	3,391,700	3.4%
Projected	3,611,700	10.2%
FY20/21	3,618,500	0.2%

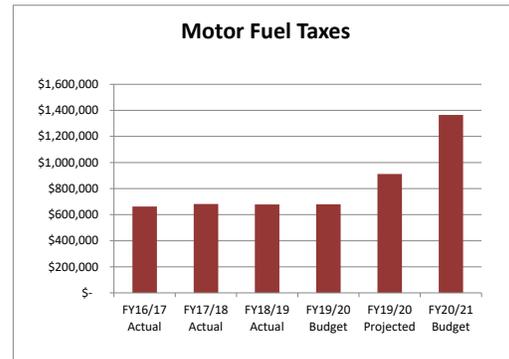


The City receives income tax receipts from the State of Illinois on a monthly basis. Income tax revenues are distributed to local municipalities based on certified populations. Included in this figure is also use tax, which is distributed on a per capita basis.

The FY20/21 income tax revenue is based on a distribution of \$105.00 per capita for income tax, \$35.50 for State use tax and \$0.80 for Cannabis Tax, which is based on the Illinois Municipal League’s estimates.

## Motor Fuel Taxes

Fiscal Year	Amount	% Inc (Dec)
FY16/17	\$ 662,632	
FY17/18	682,400	3.0%
FY18/19	678,242	(0.6%)
FY19/20		
Budget	679,900	0.2%
Projected	912,600	34.6%
FY20/21	1,365,000	49.6%

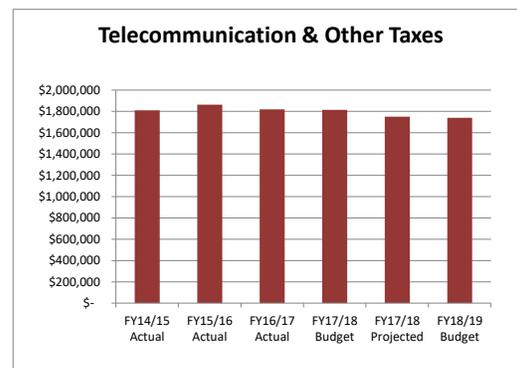


A tax of \$0.38 cents per gallon is imposed on motor fuel sold in the State of Illinois. A portion of this tax is shared with municipalities based on population. In addition to the standard MFT share of the gas tax, the City does receive a supplemental payment from the State under the “High Growth Cities Program.”

As of April 1, 2020, the City instituted a local \$0.03 per gallon gasoline tax. This revenue along with the increase being received from the State as a result of their increase to the Motor Fuel tax of \$0.19 on July 1, 2019 will be used to fund a \$10 million bond issuance to finance an enhanced road resurfacing program.

## Telecommunication & Other Taxes

Fiscal Year	Amount	% Inc (Dec)
FY16/17	\$ 1,155,387	
FY17/18	1,096,100	(5.1%)
FY18/19	1,067,972	(2.6%)
FY19/20		
Budget	1,096,000	2.6%
Projected	1,143,900	7.1%
FY20/21	1,105,300	(3.4%)



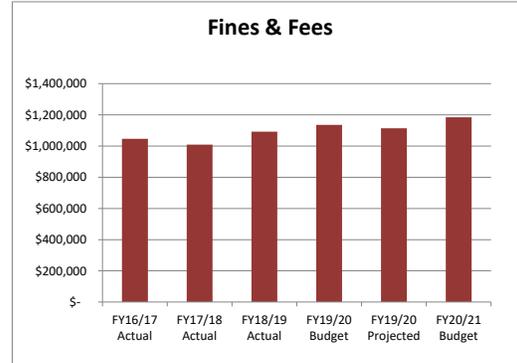
The Telecommunication tax collections, \$480,000, represents 43% of the collections reported for other taxes and are impacted by the demand for telecommunication services. This revenue source has been historically dedicated to finance the City’s comprehensive Capital Improvement Program and is; therefore, reported directly within the General Corporate – CIP Fund. Telecommunication taxes have declined over the past 10 years as telecom usage from residents and businesses in the City have changed, impacted by the removal of land lines by the residents.

Other taxes included in the above graph, all received from the State of Illinois, except for Hotel/Motel taxes, consist of Replacement taxes of \$276,300, Video Gaming taxes of \$260,000, and Hotel/Motel taxes of \$89,000. Replacement taxes are reported within the General Corporate and Library Funds.

The City's 5.0% Hotel/Motel tax is levied against room rentals throughout the City. These funds are used to help draw tourist to the City by supporting local programs and festivals.

## Fines & Fees

Fiscal Year	Amount	% Inc (Dec)
FY16/17	\$1,046,807	
FY17/18	1,009,468	(3.6%)
FY18/19	1,092,538	8.2%
FY19/20		
Budget	1,135,400	3.9%
Projected	1,113,900	2.0%
FY20/21	1,184,300	6.3%

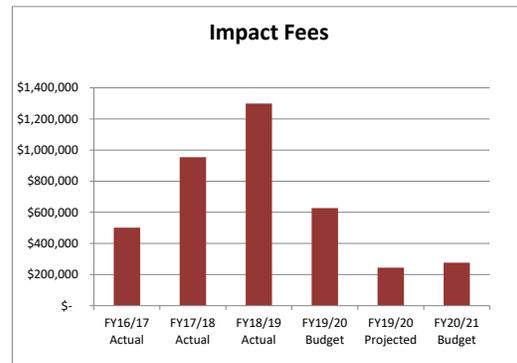


Fines & fees comprise a wide variety of revenue sources that are reported within many of the City's funds. Overall, the City's philosophy is to encourage compliance with City Codes versus focusing on fines. A large part of fines & fees are comprised of franchise fees - \$342,000, police fines - \$250,000, park facility rentals - \$13,500, opera house revenues for shows and facility rental along with donations - \$345,000, library fines and non-resident fees - \$60,000, backflow inspections - \$37,000, video gaming licensing - \$85,500, and adjudication fees - \$33,500.

Franchise fees represent the payments from local cable carriers for use of the City's right-of-way. The cable carriers are required to remit 5.0% of total revenue monthly to the City as payment on behalf of the franchise agreement. The City has two cable providers (Comcast of Illinois and AT&T Cable) that provide services to the residents.

## Impact Fees

Fiscal Year	Amount	% Inc (Dec)
FY16/17	\$ 501,184	
FY17/18	954,716	90.5%
FY18/19	1,299,309	36.1%
FY19/20		
Budget	627,000	(51.7%)
Projected	244,000	(81.2%)
FY20/21	276,000	13.1%



Impact fee revenues represent an upfront charge to new developments that are intended to properly reflect the additional capital costs that will be incurred by the community to provide service to these new residents. Impact fees are assessed at the time the building permit is issued and include charges to cover estimated capital costs related to future water and sewer expansions, as well as parks, police, library, and street improvements. Historically, these fees have been utilized to supplement the City's Capital Improvement Program and are directly impacted by the current building activity ongoing within the community. The City also collects

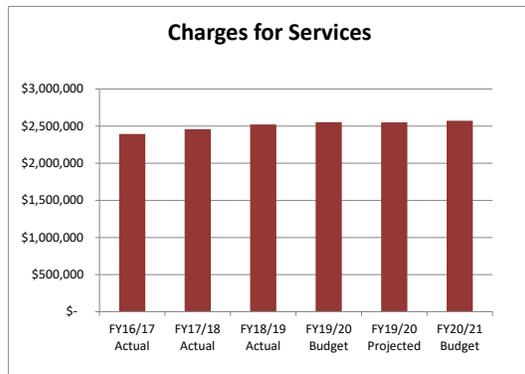
impact fees on behalf of School District #200 and the Woodstock Fire/Rescue District, which are accounted for within a separate agency fund and not reported as revenue.

Impact fees along with building activity increased significantly in FY18/19 as a result of a large rise in new homes being built. However, since that time the City has experienced a sharp decrease, primarily as a result of a lack of vacant home lots available for building. While the City has a significant amount of vacant land available inside its corporate limits, these lots have not been subdivided and improved with underground utility extensions and streets.

Impact fees are reported within the Park Development - \$45,000, Library Building - \$10,000, Water & Sewer Capacity - \$200,000, and General Corporate – CIP - \$21,000 Funds.

### Charges for Services

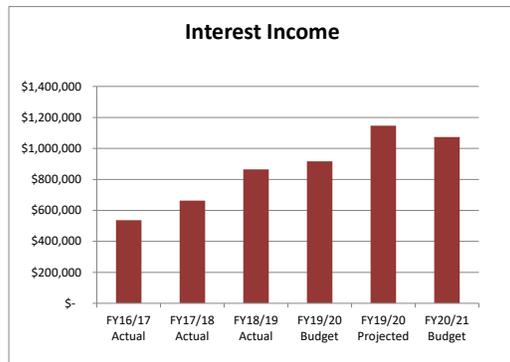
Fiscal Year	Amount	% Inc (Dec)
FY16/17	\$2,395,966	
FY17/18	2,457,861	2.6%
FY18/19	2,522,569	2.6%
FY19/20		
Budget	2,553,900	1.2%
Projected	2,550,600	1.1%
FY20/21	2,572,900	0.9%



The City provides certain services which are financed through user charges. These activities are both broad and diverse and include a variety of operations. Charges for services include the aquatic center - \$255,000, recreation programs - \$160,000, recreation center memberships - \$439,000, opera house concession sales - \$75,000, refuse sales - \$1,344,200, and wireless alarm monitoring - \$299,700.

### Interest Income

Fiscal Year	Amount	% Inc (Dec)
FY16/17	\$ 536,850	
FY17/18	663,002	23.5%
FY18/19	865,145	30.5%
FY19/20		
Budget	916,200	5.9%
Projected	1,147,100	32.6%
FY20/21	1,073,500	(6.4%)



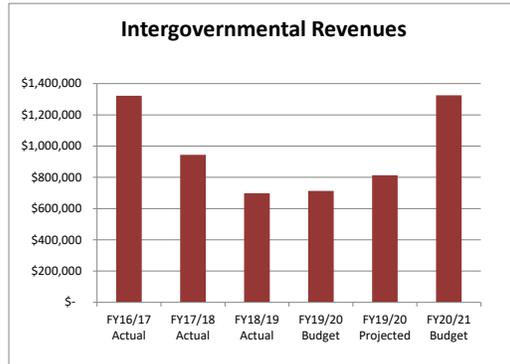
The City earns interest income from investing within money market accounts, US treasury and agency securities and insured/collateralized certificates of deposits. Additionally, the City earns interest income on money held in checking accounts. Recently, the City has realized an increase

in interest rates as a result of the Fed Funds rate increasing, although for FY20/21, the City has reduced the amount expected as the Fed has recently started decreasing rates again.

Interest is recorded in the following funds: General - \$113,500, Audit - \$400, Public Library - \$20,100, IMRF - \$9,400, Social Security - \$5,800, MFT - \$4,600, Park Development - \$7,500, Liability Insurance - \$29,700, TIF Funds - \$1,500, Water & Sewer - \$20,800, Water & Sewer CIP - \$4,000, Water & Sewer Capacity - \$105,000, Police Pension - \$700,000, Health/Life Insurance Fund - \$5,000, General Corporate - CIP - \$32,600, Revolving Loan - \$5,600, and Environmental Management - \$8,000.

### Intergovernmental Revenues

Fiscal Year	Amount	% Inc (Dec)
FY16/17	\$1,322,269	
FY17/18	944,124	(28.6%)
FY18/19	697,564	(26.1%)
FY19/20		
Budget	712,800	2.2%
Projected	813,000	16.5%
FY20/21	1,325,300	63.0%



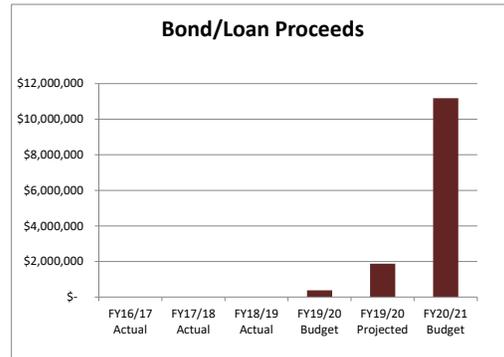
Intergovernmental revenues include all funds received from Federal, State and Local government sources to support a particular function or project. Included within this category for FY20/21 is an Illinois per capita grant in the Library Fund - \$31,900. In addition, the Rural Library District provides the Library with an annual contribution - \$428,600 - from its property tax levy that is intended to offset the costs of providing services to the rural customers. Intergovernmental revenues are also reported within the Police Protection Fund and include funding provided by School District #200 to offset the costs of both High School Liaison Officers - \$125,000, and various Illinois Department of Transportation grant programs - \$25,700. The City has also budgeted the receipt of a grant from CDBG (\$160,000) to assist with the Neighborhood Revitalization project.

Also three grants are expected to be received by the General – CIP Fund. The first two are from Metra for a Metra Warming Shelter - \$33,200 and maintenance to the existing station - \$352,000. The last grant is to replace Melody Lane Bridge and is being received from the Federal Bridge Replacement Program - \$158,600.

The large fluctuation from year-to-year relates to normal grant activity, which varies based on the state of the economy and appropriate grants that are available for the community.

## Bond/Loan Proceeds

Fiscal Year	Amount	% Inc (Dec)
FY16/17	\$ -	
FY17/18	-	N/A
FY18/19	-	N/A
FY19/20	-	N/A
Budget	375,000	N/A
Projected	1,875,000	N/A
FY20/21	11,185,000	496.5%

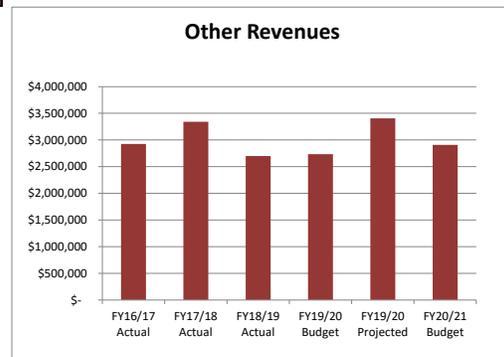


Bond/Loan proceeds account for the City's issuance of bonded debt or the incurrence of capital leases/bank loans to finance capital improvement projects. In FY19/20, an interfund loan was executed from the Water & Sewer Capacity – CIP Fund to the Water & Sewer – CIP Fund for the purchase of a vactor truck, with a six-year repayment schedule. In FY20/21 another interfund loan between the Water & Sewer Capacity – CIP Fund to the Water & Sewer – CIP Fund is planned in the amount of \$1,185,000 to pay for water and sewer improvements necessary related to the roundabout project at the intersection of South/Lake/Madison Streets.

A \$10 million bond is planned for the General – CIP Fund to pay for approximately 22 miles of road repaving. This bond is to be repaid as a result of additional revenue being received from the State of Illinois from the increase in the per gallon motor fuel tax, which is allowing the City to shift costs from the General Fund to the MFT Fund, along with a \$0.03 cents per gallon local MFT tax that was enacted as of April 1, 2020.

## Other Revenues

Fiscal Year	Amount	% Inc (Dec)
FY16/17	\$ 2,924,757	
FY17/18	3,342,205	14.3%
FY18/19	2,699,421	(19.2%)
FY19/20		
Budget	2,731,700	1.2%
Projected	3,406,100	26.2%
FY20/21	2,907,500	(14.6%)



Other revenues include a variety of revenue sources generated by the City and are impacted by factors beyond the control of the City. Some of the largest components of other revenues include license & permits - \$247,000, retiree/COBRA health insurance contributions - \$205,000, reinsurance proceeds for health claims - \$25,000, employee payroll deductions for health coverage - \$439,300, pharmacy rebates - \$145,000, wireless alarm fees in the Police Department - \$58,700, downtown snow removal - \$16,000, opera house ticket surcharges - \$80,000, and employee payroll deductions for police pension - \$360,000.

In FY17/18, FY18/19 and FY19/20 part of the large fluctuations is a result of revenue received from the City's health insurance stop loss policy in the amount of \$885,823, \$541,286 and \$268,900, respectively. In addition, gains and losses for the Police Pension Fund's investments are also included within this category, accounting for part of the other significant fluctuations from year-to-year.

## Property Tax Summary

	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed	\$ +(-)	% +(-)
General	\$ 1,108,100	\$ 1,115,900	\$ 1,448,000	\$ 339,900	30.7%
Audit	32,400	32,300	33,100	700	2.2%
Police - Operations	2,485,000	2,479,500	2,485,000	-	0.0%
Police - Pension	1,211,200	1,208,500	1,366,000	154,800	12.8%
Parks	300,000	299,300	300,000	-	0.0%
Performing Arts	160,000	159,700	160,000	-	0.0%
Library	1,313,400	1,310,500	1,357,300	43,900	3.3%
Library Building	1,000	1,000	1,000	-	0.0%
IMRF	426,300	425,400	358,200	(68,100)	(16.0%)
Social Security	258,200	257,600	326,700	68,500	26.5%
NISRA	155,500	155,200	150,000	(5,500)	(3.5%)
Liability Insurance	430,000	429,000	355,000	(75,000)	(17.4%)
Debt Service	329,600	328,900	-	(329,600)	(100.0%)
TIF #1	650,000	712,600	500,000	(150,000)	(23.1%)
TIF #2	-	-	150,000	150,000	N/A
Environmental Management	233,400	232,900	233,400	-	0.0%
<b>TOTAL PROPERTY TAXES</b>					
<b>ALL FUNDS</b>	<b>\$ 9,094,100</b>	<b>\$ 9,148,300</b>	<b>\$ 9,223,700</b>	<b>\$ 129,600</b>	<b>1.4%</b>

## Interfund Transfers

	FY19/20 Budget		FY20/21 Budget	
	Transfers In	Transfers Out	Transfers In	Transfers Out
<b>General Corporate</b>	\$ 524,900	\$ 5,650,700	\$ 592,400	\$ 5,902,100
<b>Special Revenue Funds:</b>				
Administrative Adjudication	\$ 10,200	\$ -	\$ 8,100	\$ -
Aquatic Center	43,000	9,000	22,200	9,000
Audit	-	-	-	-
Environmental Management	-	199,300	-	195,700
Hotel/Motel Tax	31,500	40,000	33,500	40,000
Illinois Municipal Retirement	-	-	-	-
Social Security	5,000	-	-	-
Liability Insurance	-	-	-	-
Library	-	224,000	-	205,600
Motor Fuel Tax	10,000	-	-	-
NISRA	-	18,000	-	18,000
Paratransit	29,600	-	30,300	-
Park Development	-	74,100	-	63,800
Parks	1,000,100	199,300	937,400	181,000
Performing Arts	360,000	73,600	360,900	64,900
Police Protection	3,073,800	2,015,400	2,907,000	2,009,100
Recreation Center	24,400	77,000	-	77,200
TIF #1	-	292,700	-	206,300
TIF #2	292,700	-	229,200	-
Wireless Alarm Monitoring	-	100,000	-	100,000
<b>Total Special Revenue Funds</b>	<b>\$ 4,880,300</b>	<b>\$ 3,322,400</b>	<b>\$ 4,528,600</b>	<b>\$ 3,170,600</b>
<b>Debt Service Funds:</b>				
Debt Service	\$ 997,100	\$ -	\$ 950,000	\$ -
Library Debt Service	47,100	-	-	-
<b>Total Debt Service Funds</b>	<b>\$ 1,044,200</b>	<b>\$ -</b>	<b>\$ 950,000</b>	<b>\$ -</b>
<b>Capital Projects Funds:</b>				
General Corporate - CIP	\$ 30,000	\$ 534,100	\$ 402,400	\$ 383,900
Library Building	352,000	47,100	352,000	-
<b>Total Capital Projects Funds</b>	<b>\$ 382,000</b>	<b>\$ 581,200</b>	<b>\$ 754,400</b>	<b>\$ 383,900</b>
<b>Enterprise Funds:</b>				
Utility	\$ 9,000	\$ 1,994,300	\$ 9,000	\$ 2,158,400
Utility CIP	1,175,000	-	1,308,900	-
<b>Total Enterprise Funds</b>	<b>\$ 1,184,000</b>	<b>\$ 1,994,300</b>	<b>\$ 1,317,900</b>	<b>\$ 2,158,400</b>
<b>Internal Service Fund:</b>				
Employee Health Insurance	\$ 2,189,800	\$ -	\$ 2,110,700	\$ -
<b>Fiduciary Fund:</b>				
Police Pension	\$ 1,348,400	\$ 5,000	\$ 1,366,000	\$ 5,000
<b>Total Transfers</b>	<b>\$ 11,553,600</b>	<b>\$ 11,553,600</b>	<b>\$ 11,620,000</b>	<b>\$ 11,620,000</b>

## Fund Balance Overview

### CITY OF WOODSTOCK Fund Balance Overview FY20/21 Budget

	FY19/20			FY20/21		
	Beginning Fund Balance	Projected Surplus (Deficit)	Ending Fund Balance	Beginning Fund Balance	Budget Surplus (Deficit)	Fund Balance
<b>General Corporate</b>	\$ 5,316,300	\$ (542,000)	\$ 4,774,300	\$ 4,774,300	\$ 2,300	\$ 4,776,600
<b>Special Revenue Funds:</b>						
Administrative Adjudication	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Aquatic Center	-	-	-	-	-	-
Audit	22,700	(1,500)	21,200	21,200	(1,000)	20,200
Environmental Management	463,200	(53,600)	409,600	409,600	(16,700)	392,900
Hotel/Motel Tax	114,500	-	114,500	114,500	-	114,500
Illinois Municipal Retirement	425,300	369,700	795,000	795,000	(327,000)	468,000
Liability Insurance	1,771,400	77,400	1,848,800	1,848,800	3,400	1,852,200
Library	577,400	90,000	667,400	667,400	(31,700)	635,700
Motor Fuel Tax	29,500	245,300	274,800	274,800	34,600	309,400
NISRA	70,900	7,200	78,100	78,100	-	78,100
Paratransit	-	-	-	-	-	-
Park Development	411,600	(16,900)	394,700	394,700	(11,300)	383,400
Parks	-	-	-	-	-	-
Performing Arts	-	-	-	-	-	-
Police	102,800	(39,200)	63,600	63,600	9,700	73,300
Recreation Center	88,600	9,400	98,000	98,000	(59,200)	38,800
Revolving Loan	283,600	5,700	289,300	289,300	5,600	294,900
Social Security Fund	149,400	345,100	494,500	494,500	(156,400)	338,100
Tax Increment Financing #1	(197,100)	197,100	-	-	-	-
Tax Increment Financing #2	(86,000)	(179,700)	(265,700)	(265,700)	(358,600)	(624,300)
Wireless Alarm Monitoring	413,400	35,000	448,400	448,400	23,700	472,100
<b>Total Special Revenue Funds</b>	<b>\$4,641,200</b>	<b>\$1,091,000</b>	<b>\$5,732,200</b>	<b>\$5,732,200</b>	<b>(\$884,900)</b>	<b>\$4,847,300</b>
<b>Debt Service Funds:</b>						
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Library Debt Service	-	-	-	-	-	-
<b>Total Debt Service Funds</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Capital Projects Funds:</b>						
General Corporate - CIP	\$ 2,073,900	\$ (1,374,500)	\$ 699,400	\$ 699,400	\$ 174,100	\$ 873,500
Library Building	11,100	(178,600)	(167,500)	(167,500)	(8,000)	(175,500)
<b>Total Capital Projects Funds</b>	<b>\$2,085,000</b>	<b>(\$1,553,100)</b>	<b>\$531,900</b>	<b>\$531,900</b>	<b>\$166,100</b>	<b>\$698,000</b>
<b>Enterprise Funds:</b>						
Utility	\$ 1,871,600	\$ 284,200	\$ 2,155,800	\$ 2,155,800	\$ (72,700)	\$ 2,083,100
Utility CIP	408,300	(102,300)	306,000	306,000	(72,800)	233,200
Utility Capacity CIP	4,244,500	(449,900)	3,794,600	3,794,600	(1,252,700)	2,541,900
<b>Total Enterprise Funds</b>	<b>\$6,524,400</b>	<b>(\$268,000)</b>	<b>\$6,256,400</b>	<b>\$6,256,400</b>	<b>(\$1,398,200)</b>	<b>\$4,858,200</b>
<b>Internal Service Fund:</b>						
Employee Health Insurance	\$ 414,500	\$ 235,500	\$ 650,000	\$ 650,000	\$ (132,400)	\$ 517,600
<b>Fiduciary Fund:</b>						
Police Pension	\$ 22,262,400	\$ 2,111,400	\$ 24,373,800	\$ 24,373,800	\$ 1,902,800	\$ 26,276,600
<b>Totals</b>	<b>\$41,243,800</b>	<b>\$1,074,800</b>	<b>\$42,318,600</b>	<b>\$42,318,600</b>	<b>\$ (344,300)</b>	<b>\$41,974,300</b>

## FUND BALANCE OVERVIEW (CONTINUED)

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In FY20/21, total fund balance is budgeted to decrease by \$344,300 or 0.8%. If the Police Pension Fund's fund balance increase of \$1,902,800 is removed, then the deficit would be (\$2,247,100) or (5.3%). A large part of this decrease (\$1,252,700) is due to the utilization of fund balance in the Utility Capacity – CIP Fund that is being loaned to the Utility – CIP Fund to pay for needed utility improvements. In addition, the newly-created TIF #2 is running a deficit as a result of the normal delay in property tax collections, initial costs to establish the TIF and the inclusion of numerous projects to improve this area. It is expected in upcoming years that TIF #2 revenue will eliminate this deficit.

The General Fund is anticipated to end FY20/21 with an increase in fund balance of \$2,300. For FY19/20, it is anticipated that fund balance will decrease by \$542,000. This is a result of transferring both the prior fiscal year's (FY18/19) and current year's (FY19/20) surplus to the IMRF and Social Security Funds to offset the associated deficits.

Special Revenue Funds are expected to experience an increase of \$1,091,00 in fund balance for FY19/20 or an increase of 23.5%. Besides the transfer to the Social Security and IMRF Funds, which will generate positive surplus for fund balances, a large part of the remaining portion was a result of the MFT Fund increasing \$245,300 as a result of additional revenue received by the State benefitting from the increase in the State gas tax. Lastly, TIF #1 is projected to increase \$197,000 as a result of the City being able to eliminate its deficit.

Debt Service Funds are budgeted to experience very little change in fund balance for FY20/21 as property taxes levied and transfer amounts are established at the levels needed to sufficiently meet all annual debt service obligations.

The Capital Projects Funds will utilize fund balance in FY19/20, decreasing by (\$1,374,500) or (66.3%) as the City completes numerous recommended improvements including additional road resurfacing projects, stormwater management, vehicle replacements, and other improvements to the Opera House, Aquatic Center, and Recreation Center. In FY20/21, fund balance is expected to increase by \$174,100 primary as a result of road improvements being paid by a loan that is being funded by a new local MFT tax and increased state shared MFT revenue.

The Enterprise Fund, which is made up of the City-owned and operated Water and Sewer system, is budgeted in FY20/21 to utilize fund balance (\$1,398,200), with 85% of this decrease attributed to a loan from the Water & Sewer Capacity – CIP Fund to the Water & Sewer – CIP Fund to pay for water and sewer improvements that are necessary as a result of a new roundabout being constructed. This loan is expected to be repaid over a ten year period. In FY19/20 another loan was made between these two funds to pay for a vactor truck in the amount of \$375,000. This loan is to be repaid in six years and attributed in large part to the decrease in fund balance (\$268,000) for the Enterprise Fund.

The Internal Service Fund, which is made up entirely by the City's self-insured Employee Health Insurance Fund, is budgeted in FY20/21 to decrease (\$132,400) in fund balance. This comes after a large projected increase of \$235,500 in FY19/20.

The Fiduciary Fund is made up of the City's Police Pension Fund. For FY19/20, the fund balance is proposed to increase \$2,111,400 and \$1,902,800 in FY20/21 as assets are accumulated to pay for future retirement benefits.

# Community Profile

## Location



### Distance to Select Major Cities:

Atlanta, GA	795
<b>Chicago, IL</b>	<b>65</b>
Dallas, TX	981
Denver, CO	971
Detroit, MI	316
Los Angeles	2,050
<b>Madison, WI</b>	<b>95</b>
<b>Milwaukee, WI</b>	<b>70</b>
Minneapolis, MN	400
New Orleans, LA	944
New York, NY	885
<b>Rockford, IL</b>	<b>35</b>
St. Louis, MO	300

**Bold** Denotes Regional Market Destinations

## Transportation

### Major Highways/Routes

I-90, U.S. Route 14, Illinois Routes 47/120/176

### Airports

Name	Location	Distance
O'Hare Intl.	Chicago	40 miles
Midway Intl.	Chicago	50 miles
Mitchell Field	Milwaukee	64 miles
Rockford	Rockford, IL	40 miles
Lake in the Hills	LITH, IL	15 miles
Galt Airport	Woodstock, IL	5 miles

### Railroads

Union Pacific Railroad  
Commuter and passenger service to Chicago is provided by the Metra UP Northwest Line.

### Motor Freight Carriers

Freight Terminals:	2
Local Carriers:	27
Interstate Carriers:	2
Package Delivery Services:	Yes

### Bus Lines

PACE Suburban Bus routes 807 and 808.  
Private carriers available for interstate transport.

## Climate

Average Winter Temp.	22.9F	-5.1C
Average Summer Temp.	73.9F	23.3C
Average Annual Rainfall	32.00 inches	
Average Annual Snowfall	30.00 inches	

Region:	Northeast Illinois
County:	McHenry
Elevation:	942 feet (mean), 1,100 feet (highest)

## Government

**Type of Government:** Council/Manager  
Mayor and 6 Council Members elected at-large

Latest Comprehensive Plan:	2008
Municipal Zoning in Effect:	Yes
Planning Commission:	Yes
Home Rule:	Yes
Illinois Certified City:	Yes

Special Financing  
Techniques Available: TIF, Enterprise Zone

Emergency E911:	Yes
Police:	39 full-time sworn
Fire/Rescue District (WFRD):	

- 37 full-time sworn fire-fighter/ paramedics
- 18 part-time firefighter/paramedics or firefighter/emergency medical technician
- 3 firefighter cadets
- 18 emergency response vehicles
- Buildings within 5 road miles of the nearest fire station and within 1,000 feet of a working hydrant are ISO class 3
- Buildings within 5 road miles of the nearest fire station, but with no working hydrant within 1,000 feet are ISO class 4
- Buildings that are greater than 5 road miles from the nearest fire station are ISO class 10

## Taxes

Property taxes are per \$100 assessed valuation. Valuation is 33.3% of fair market value.

### 2018 Property Tax Rates (Payable in 2019)

City of Woodstock:	\$1.7464
McHenry County:	0.8317
School District #200:	6.7146
College District #528:	0.3655
Conservation District:	0.2380
Dorr Township:	0.3757
Woodstock Fire/Rescue:	0.8744
<b>Total Tax</b>	<b>\$11.1462</b>

Sales Tax: 8.0% (total)

## Utilities

<b>Water</b>		
Supplier:	City of Woodstock	
Source:	Groundwater Wells	
Storage Capacity:	3.3 million gallons	
Treatment Capacity:	6.3 million gpd	
Avg. Daily Demand:	2.2 million gpd	
Peak Daily Demand:	3.3 million gpd	
Plant Capacity:	7.8 million gpd	
<b>Waste Water Treatment (gpd in millions)</b>		
Supplier:	City of Woodstock	
	<b>North</b>	<b>South</b>
Design Avg. Flow:	3.5 mgd	1.75 mgd
Design Max Flow:	10.5 mgd	5.4 mgd
Current Avg. Daily:	2.6 mgd	1.5 mgd
<b>Natural Gas Supplier:</b> NICOR		
<b>Electric Supplier:</b> ComEd		

## Medical

**Hospitals:** 1      **Beds:** 0      **Clinics:** 4  
**Doctors:** 165      **Dentists:** 16

Northwestern Medicine Woodstock Hospital has an Emergency Department, heliport, substance abuse center, and five satellite offices. The hospital campus was constructed on Route 14 in 1994. The original downtown hospital is utilized for extended care, behavioral health programs, skilled nursing, hospice services, and other support services. Mercy Health System also operates a facility on Route 14, which includes urgent care, pharmacy, and a variety of family health care specialists.

## Education

### Public Schools (2018-2019)

#### Community Unit School District #200

Elementary Schools	7
Middle Schools	2
High Schools	2
Other	1
Total Student Enrollment	6,283
Total Number of Teachers	402
2018-2019 Total Budget	\$99 million
2018-2019 Per Pupil Expenditure	\$13,994

Source: 2018 Illinois Report Card

#### Post-Secondary Education

Community Colleges	1
4 Year Colleges	1
University	0

Trade and technical programs are available through McHenry County College (MCC). MCC also offers transfer programs in more than 64 subjects. Aurora University Woodstock Center offers Masters and Doctoral programs in social work, business, public policy and education.

## Workforce

**Total Labor Force:** 13,557

**Unemployment Rate:** 3%

**Employed Population 16 years+:** 13,162

#### Employment by Industry

Management, professional, and related occupations	32.1%
Service occupations	14.1%
Sales and office occupations	20.6%
Natural resources, construction, and maintenance occupations	6.0%
Production, transportation, and material-moving occupations	27.3%
Mean travel time to work in minutes:	30

Source: US Census 2018 estimates

For a complete list of local and regional workforce development resources visit [www.mchenrycountyworkforce.com/](http://www.mchenrycountyworkforce.com/)

## Demographic Snapshot

### Population

2016 special census	25,528
2010 census	24,770
2008 special census	24,658
2004 special census	21,657
2000 census	20,151
1990 census	14,353
1980 census	10,497
% Change 1980-1990	36.7%
% Change 1990-2000	40.4%
% Change 2000-2004	22.6%
% Change 2004-2008	13.9%
% Change 2008-2010	0.5%
% Change 2010-2016	3.0%

### 2019 Population by Race and Origin

White	90.0%
Black or African American	3.7%
American Indian and Alaska Native	0.1%
Asian and Pacific Islander	1.5%
Two or More Races	2.6%
Hispanic or Latino	22.9%

### Population by Radius (from Woodstock Square)

	<u>1 mile</u>	<u>5 mile</u>	<u>10 mile</u>
2019 projection	11,412	31,953	168,587
2010 census	11,373	31,157	163,912
2000 census	11,007	26,262	135,096

### Households

2010 census	9,767
2000 census	7,273
1990 census	5,290
1980 census	3,918
% Change 1980-1990	37.5%
% Change 1990-2000	32.7%
% Change 2000-2010	34.3%

### Households by Radius (from Woodstock Square)

	<u>1 mile</u>	<u>5 mile</u>	<u>10 mile</u>
2019 projection	4,425	11,748	59,840
2010 census	4,382	11,303	57,536
2000 census	4,271	9,371	46,829

### 2019 Households by Income (9,332 est. total)

\$200,000 and over	7.2%
\$150,000 to \$199,999	4.3%
\$100,000 to \$149,999	17.6%
\$75,000 to \$99,999	14.2%
\$50,000 to \$74,999	19.1%
\$35,000 to \$49,999	13.2%
\$25,000 to \$34,999	7.7%
\$15,000 to \$24,999	8.0%
Under \$15,000	8.6%

<b>2019 median household income</b>	\$63,929
<b>2010 median household income</b>	\$56,929
<b>2000 median household income</b>	\$47,871
<b>% Change (2000-2010)</b>	18.9%

<b>2019 per capita income</b>	\$32,118
<b>2010 per capita income</b>	\$24,653
<b>2000 per capita income</b>	\$23,210
<b>% Change</b>	6.2%

### 2019 Population by Gender

Male	50.4%
Female	49.6%

### 2019 Population by Age

Under 5 years	6.5%
5 to 9 years	6.5%
10 to 14 years	6.7%
15 to 24 years	13.1%
25 to 34 years	14.8%
35 to 44 years	13.5%
45 to 54 years	12.7%
55 to 64 years	12.5%
65 to 74 years	8.3%
75 to 84 years	3.7%
85 years and over	1.7%

<b>Median Age</b>	36.7
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### School Enrollment

Nursery school, preschool	9.4%
Kindergarten	3.2%
Elementary school (grades 1-8)	41.3%
High school (grades 9-12)	24.1%
College or graduate school	17.7%

### Educational Attainment (25 and older)

Less than 9 <sup>th</sup> grade	5.2%
9 <sup>th</sup> to 12 <sup>th</sup> grade, no diploma	6.8%
High school graduate or equivalent	24.1%
Some college, no degree	23.0%
Associate degree	8.6%
Bachelor's degree	18.4%
Graduate or professional degree	9.9%
Percent high school graduate +	88.0%
Percent bachelor's degree +	28.3%

Sources: U.S. Bureau of Census, 2019 American Community Survey, Chicago Metropolitan Agency for Planning, and ESRI

## Major Employers

### Private

Catalent Pharma Solutions	622
Northwestern Medical System	422
Charter Dura-Bar	371
Walmart	283
Claussen Pickle (Kraft)	277
Other World Computing	180
Mercy Woodstock	175
Berry Plastics	160
Woolf Distributing	160
Menards	133
Flocon	125
Guardian Electric	120

### Public

McHenry County Government	1,229
Woodstock CUSD #200	1,100
City of Woodstock	136

## Construction Activity

### Totals January – December 2019

New Residential Dwellings	41
Value of New Residential Permits	\$9,410,030
Value of Commercial Building Activity	\$8,567,020
Value of Industrial Building Activity	\$327,748

### Totals January – December 2018

New Residential Dwellings	88
Value of New Residential Permits	\$15,699,063
Value of Commercial Building Activity	\$6,274,827
Value of Industrial Building Activity	\$2,024,000

## Legislative Districts

### State

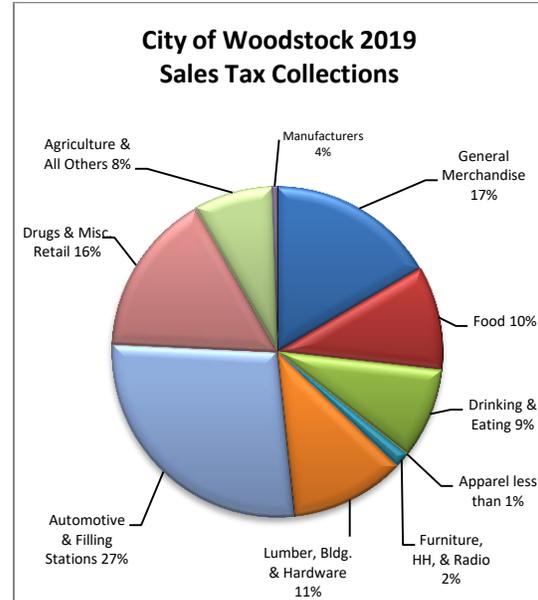
Illinois State Rep. Dist. #63:	Steven Reick
Illinois State Rep. Dist. #64:	Tom Weber
Illinois Senate Dist. #32:	Craig Wilcox

### Federal

U.S. Congress Dist. #14:	Lauren Underwood
U.S. Senators:	Dick Durbin
	Tammy Duckworth

## Retail Sales

2019 Calendar Year - Sales made during January 2019 through December 2019



Standard Industrial Classification Category	Municipal Tax Collected
General Merchandise	\$ 748,915
Food	458,725
Drinking & Eating Places	397,519
Apparel	3,492
Furniture & H.H. & Radio	66,674
Lumber, Bldg., Hardware	503,946
Automotive & Filling Stations	1,238,563
Drugs & Misc. Retail	723,641
Agriculture & All Others	349,932
Manufacturers	20,145
2019 Totals	\$ 4,511,552

Source: Illinois Department of Revenue



Annual Budget  
FY20/21

# General Fund Revenues

## General Corporate Fund Revenues

General Fund Revenues are used to account for all financial resources except those required to be accounted for in other funds. As required by Generally Accepted Accounting Principles (GAAP), the General Fund does not include any financial resources from entities, which are legally separate from the City (e.g., Library and Police Pension Fund), even though these entities may be reported within the City's financial statements and accounted for by the Finance Department.

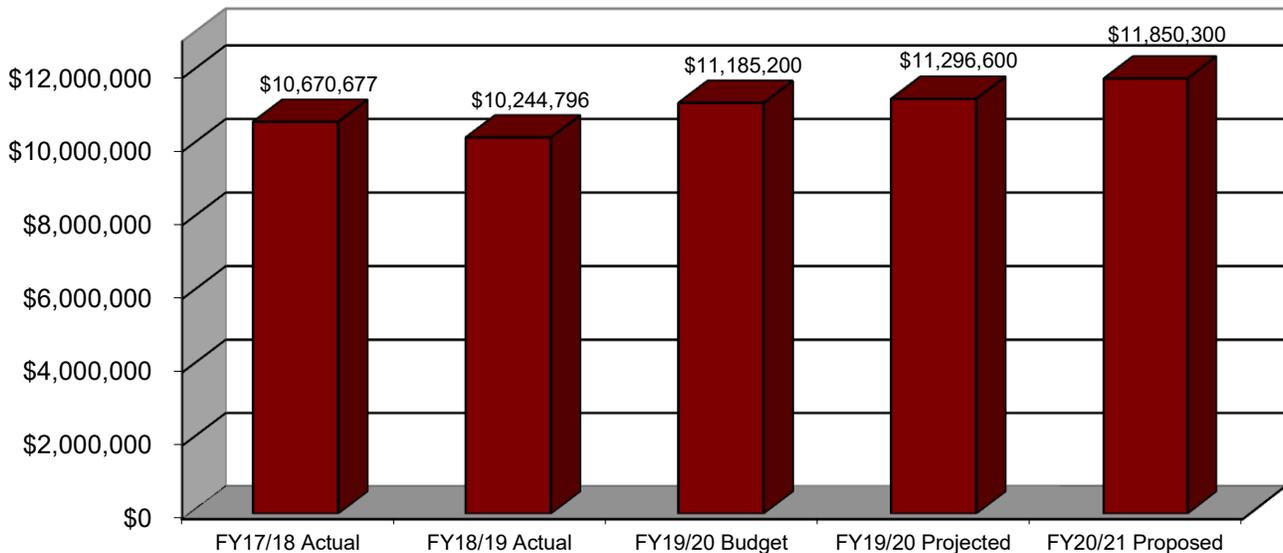


Included in the General Fund Revenues are transfers that are made to other funds to support their operations. In addition, recaps of all General Fund Department expenses are included.

### Objectives:

- Account for General Fund revenues.
- Allocate revenue to other funds to support their operations.

### BUDGET COMPARISON (Revenues Including Positive Transfers)



**General Corporate Fund - Revenues**

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
Beginning Fund Balance					\$ 5,316,300	\$ 4,766,400
<b>REVENUES</b>						
<b>Taxes</b>						
01-00-1-310	Road & Bridge	\$ 217,469	\$ 218,394	\$ 219,000	\$ 219,700	\$ 220,000
01-00-1-311	Property Taxes	504,465	524,694	1,108,100	1,115,900	1,448,000
01-00-1-312	Replacement Taxes	257,637	231,997	276,000	296,600	265,300
01-00-1-313	Sales Taxes	4,270,500	4,305,200	4,500,000	4,500,000	4,585,000
01-00-1-314	Illinois Income Taxes	2,314,940	2,478,487	2,572,000	2,737,900	2,680,400
01-00-1-315	Video Gaming Revenue	236,977	246,355	240,000	252,700	260,000
01-00-1-316	Use Tax	675,080	789,762	809,200	859,000	906,200
01-00-1-318	Home Rule Sales Tax	775,226	-	-	-	-
01-00-1-319	Auto Rental Tax	8,971	10,566	10,500	11,500	11,500
01-00-1-330	Sales Tax Rebates	(148,517)	(116,391)	(145,100)	(327,400)	(361,500)
<b>TOTAL TAXES</b>		<b>\$ 9,112,748</b>	<b>\$ 8,689,064</b>	<b>\$ 9,589,700</b>	<b>\$ 9,665,900</b>	<b>\$ 10,014,900</b>
<b>LICENSES &amp; PERMITS</b>						
01-00-2-322	Liquor & Business Licenses	\$ 86,943	\$ 81,068	\$ 81,000	\$ 82,000	\$ 82,000
01-00-2-324	Building Permits	165,278	206,938	150,000	188,000	150,000
01-00-2-326	Stormwater Permits	15,300	30,000	15,000	5,000	15,000
<b>TOTAL LICENSES &amp; PERMITS</b>		<b>\$ 267,521</b>	<b>\$ 318,006</b>	<b>\$ 246,000</b>	<b>\$ 275,000</b>	<b>\$ 247,000</b>
<b>FINES &amp; FEES</b>						
01-00-2-328	Franchise Fees	\$ 348,931	\$ 344,367	\$ 340,000	\$ 342,000	\$ 342,000
01-00-2-331	Filing Fees	2,030	910	500	6,900	500
01-00-2-335	Backflow Inspections	38,025	37,800	33,000	37,000	37,000
01-00-2-336	Elevator Inspection Revenue	7,140	6,715	7,200	7,300	7,300
<b>TOTAL FINES &amp; FEES</b>		<b>\$ 396,126</b>	<b>\$ 389,792</b>	<b>\$ 380,700</b>	<b>\$ 393,200</b>	<b>\$ 386,800</b>
<b>SALES OF GOODS AND SERVICES</b>						
01-00-3-327	Recreation Program Fees	\$ 199,605	\$ 167,211	\$ 185,000	\$ 150,000	\$ 160,000
<b>TOTAL SALES OF GOODS AND SERVICES</b>		<b>\$ 199,605</b>	<b>\$ 167,211</b>	<b>\$ 185,000</b>	<b>\$ 150,000</b>	<b>\$ 160,000</b>
<b>INTEREST</b>						
01-00-5-381	Interest	\$ 72,324	\$ 102,443	\$ 127,500	\$ 154,700	\$ 113,500
<b>TOTAL INTEREST</b>		<b>\$ 72,324</b>	<b>\$ 102,443</b>	<b>\$ 127,500</b>	<b>\$ 154,700</b>	<b>\$ 113,500</b>
<b>OTHER</b>						
01-00-5-360	Rental Property Receipts	\$ 4,136	\$ 3,136	\$ 13,600	\$ 59,100	\$ 90,700
01-00-5-363	Grant Revenue	-	-	-	-	165,000
01-00-5-378	Sale of Surplus Equipment	37,245	17,954	33,000	43,600	25,500
01-00-5-379	Intergovernmental Services	35,105	42,746	49,800	41,000	20,000
01-00-5-380	Miscellaneous Income	97,454	28,798	20,000	27,000	21,000
01-00-5-386	Community Event Donations	12,344	22,995	15,000	8,700	13,500
<b>TOTAL OTHER REVENUES</b>		<b>\$ 186,284</b>	<b>\$ 115,629</b>	<b>\$ 131,400</b>	<b>\$ 179,400</b>	<b>\$ 335,700</b>
<b>TOTAL REVENUES (BEFORE TRANSFERS)</b>		<b>\$ 10,234,608</b>	<b>\$ 9,782,145</b>	<b>\$ 10,660,300</b>	<b>\$ 10,818,200</b>	<b>\$ 11,257,900</b>

**General Corporate Fund - Revenues (Continued)**

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
<b>TRANSFERS (TO)/FROM OTHER FUNDS</b>						
01-00-9-391	Transfer from Library Fund	\$ 11,000	\$ 11,000	\$ 2,200	\$ 2,200	\$ 11,000
01-00-9-395	Transfer from Utility Fund	402,069	428,651	499,700	453,200	558,400
01-00-9-397	Transfer from Special Rec Fund	18,000	18,000	18,000	18,000	18,000
01-00-9-398	Transfer from Police Pension Fund	5,000	5,000	5,000	5,000	5,000
01-00-9-881	Transfer To Debt Service Fund	(148,049)	(145,161)	(153,400)	(149,000)	(260,800)
01-00-9-889	Transfer To Employee Hlth Insurance Fund	(670,953)	(673,021)	(737,700)	(643,400)	(764,600)
01-00-9-894	Transfer To Police Protection Fund	(2,541,662)	(2,559,440)	(2,973,800)	(2,917,500)	(2,807,000)
01-00-9-895	Transfer To Parks Fund	(678,856)	(759,534)	(1,000,100)	(914,500)	(937,400)
01-00-9-896	Transfer To Hotel/Motel Tax Fund	(3,000)	(5,500)	(31,500)	(23,000)	(33,500)
01-00-9-898	Transfer To Performing Arts Fund	(388,753)	(288,269)	(320,000)	(301,700)	(320,900)
01-00-9-899	Transfer To Paratransit Fund	(29,538)	(28,765)	(29,600)	(29,600)	(30,300)
01-00-9-905	Transfer To Recreation Fund	-	-	(24,400)	(24,400)	-
01-00-9-909	Transfer To Library Building Fund	-	-	(312,000)	(312,000)	(312,000)
01-00-9-910	Transfer To Social Security Fund	-	-	(5,000)	(535,900)	-
01-00-9-911	Transfer To IMRF Fund	-	-	-	(493,600)	-
01-00-9-912	Transfer To MFT Fund	(10,000)	(10,000)	(10,000)	-	-
01-00-9-914	Transfer To Admin. Adjudication Fund	(3,528)	(6,035)	(10,200)	(8,200)	(8,100)
01-00-9-915	Transfer To Aquatic Fund	(20,645)	(32,051)	(43,000)	(37,500)	(22,200)
01-00-9-941	Transfer To TIF #2	-	-	-	(29,000)	(22,900)
01-00-9-982	Transfer To General - CIP Fund	(1,094,000)	-	-	-	(382,400)
<b>TOTAL TRANSFERS (TO)/FROM OTHER FUNDS</b>		<b>\$ (5,152,915)</b>	<b>\$ (4,045,125)</b>	<b>\$ (5,125,800)</b>	<b>\$ (5,940,900)</b>	<b>\$ (5,309,700)</b>
<b>TOTAL REVENUES (AFTER TRANSFERS)</b>		<b>\$ 5,081,693</b>	<b>\$ 5,737,020</b>	<b>\$ 5,534,500</b>	<b>\$ 4,877,300</b>	<b>\$ 5,948,200</b>
<b>EXPENSES</b>						
<b>GENERAL GOVERNMENT</b>						
01-01-x-xxx	City Manager's Office	\$ 825,721	\$ 809,796	\$ 948,200	\$ 852,100	\$ 960,800
01-02-x-xxx	City Hall	77,724	80,068	70,500	139,400	104,000
01-03-x-xxx	Finance	377,625	412,305	448,600	480,200	482,300
01-04-x-xxx	Human Resources	204,529	232,617	261,600	286,300	282,600
01-05-x-xxx	Building and Zoning	581,428	657,795	668,700	678,900	904,900
01-12-x-xxx	Economic Development	214,413	272,223	316,700	313,900	334,700
01-13-x-xxx	Information Technology	204,137	243,198	262,200	259,900	288,100
<b>TOTAL GENERAL GOVERNMENT</b>		<b>\$ 2,485,577</b>	<b>\$ 2,708,002</b>	<b>\$ 2,976,500</b>	<b>\$ 3,010,700</b>	<b>\$ 3,357,400</b>
<b>PUBLIC WORKS</b>						
01-06-x-xxx	Street Maintenance	\$ 1,064,891	\$ 1,117,543	\$ 1,057,100	\$ 1,049,400	\$ 988,200
01-07-x-xxx	Fleet Maintenance	239,157	245,570	267,100	236,800	262,300
01-08-x-xxx	DPW Administration	443,355	403,054	481,700	416,400	589,300
<b>TOTAL PUBLIC WORKS</b>		<b>\$ 1,747,403</b>	<b>\$ 1,766,167</b>	<b>\$ 1,805,900</b>	<b>\$ 1,702,600</b>	<b>\$ 1,839,800</b>
<b>PARKS, RECREATION, &amp; CULTURE</b>						
01-09-x-xxx	Recreation	\$ 562,257	\$ 562,328	\$ 608,000	\$ 573,700	\$ 606,300
01-11-x-xxx	Community Events	114,418	151,338	140,300	132,300	142,400
<b>TOTAL PARKS, RECREATION &amp; CULTURE</b>		<b>\$ 676,675</b>	<b>\$ 713,666</b>	<b>\$ 748,300</b>	<b>\$ 706,000</b>	<b>\$ 748,700</b>
<b>TOTAL GENERAL FUND EXPENSES</b>		<b>\$ 4,909,655</b>	<b>\$ 5,187,835</b>	<b>\$ 5,530,700</b>	<b>\$ 5,419,300</b>	<b>\$ 5,945,900</b>
<b>NET INCREASE (DECREASE)</b>		<b>\$ 172,038</b>	<b>\$ 549,185</b>	<b>\$ 3,800</b>	<b>\$ (542,000)</b>	<b>\$ 2,300</b>
<b>Ending Fund Balance</b>					<b>\$ 4,774,300</b>	<b>\$ 4,776,600</b>

## General Fund Revenue Line Item Descriptions

### 01-00-1-310 Road & Bridge \$ 220,000

FY17/18 Actual:	\$ 217,469	FY18/19 Actual:	\$ 218,394
FY19/20 Budget:	\$ 219,000	FY19/20 Projected:	\$ 219,700
Budget to Proposed	0.5% <span style="color: green;">△</span>	Projected to Proposed	0.1% <span style="color: green;">△</span>

The City receives a portion of the Road & Bridge property tax levied by the corresponding Townships (i.e., Dorr, Greenwood, Hartland and Seneca).

### 01-00-1-311 Property Taxes \$ 1,448,000

FY17/18 Actual:	\$ 504,465	FY18/19 Actual:	\$ 524,694
FY19/20 Budget:	\$ 1,108,100	FY19/20 Projected:	\$ 1,115,900
Budget to Proposed	30.7% <span style="color: green;">△</span>	Projected to Proposed	29.8% <span style="color: green;">△</span>

The City's tax levy continues to reflect Council's commitment to forego the inflationary increase allowed by the Property Tax Extension Limitation Law (PTELL) for nine consecutive years. In order to provide further property tax relief, the City Council authorized a 10% reduction to the City's total tax levy in FY17/18, which was partially absorbed by the General Fund. As a result, the City has provided nearly \$11.9 million in property tax relief to residents and local businesses over this nine-year period.

The majority of the proposed increase in FY20/21 is the result of a shift in the City's property tax levy, which includes a reallocation of the Aquatic Center Bond tax levy that has been repaid and was recorded in the Debt Service Fund. A transfer to the General-CIP Fund has also been incorporated within the FY20/21 Budget to provide additional funding for future General-CIP projects.

### 01-00-1-312 Replacement Taxes \$ 265,300

FY17/18 Actual:	\$ 257,637	FY18/19 Actual:	\$ 231,997
FY19/20 Budget:	\$ 276,000	FY19/20 Projected:	\$ 296,600
Budget to Proposed	-3.9% <span style="color: red;">▽</span>	Projected to Proposed	-10.6% <span style="color: red;">▽</span>

Replacement tax revenues are derived from an income tax on corporations, partnerships, and trusts. The State replaces the local revenue lost due to the 1978 abolition of the corporate personal property tax. The funds are distributed to local taxing bodies proportionately to the relative amounts of corporate personal property tax lost. The amounts presented above for FY19/20 projected and FY20/21 budget are based on IML projections.

**01-00-1-313 Sales Taxes** **\$ 4,585,000**

FY17/18 Actual:	\$ 4,270,500	FY18/19 Actual:	\$ 4,305,200
FY19/20 Budget:	\$ 4,500,000	FY19/20 Projected:	\$ 4,500,000
Budget to Proposed	1.9% <span style="color: green;">△</span>	Projected to Proposed	1.9% <span style="color: green;">△</span>

This line item represents the 1% Municipal Retailers Occupation Tax that is collected on goods sold and certain services received within the City of Woodstock. Sales tax revenues are highly reliant upon the state of the economy and growth in commercial businesses within the community. The FY20/21 Budget includes a 1.9% increase in overall sales taxes based on growth anticipated within the retail sector.

**01-00-1-314 Illinois Income Taxes** **\$ 2,680,400**

FY17/18 Actual:	\$ 2,314,940	FY18/19 Actual:	\$ 2,478,487
FY19/20 Budget:	\$ 2,572,000	FY19/20 Projected:	\$ 2,737,900
Budget to Proposed	4.2% <span style="color: green;">△</span>	Projected to Proposed	-2.1% <span style="color: red;">▽</span>

The City receives a per capita share of State income tax received each month. In order to forecast this amount, the City relies on estimates provided by the Illinois Municipal League (IML). The IML is currently estimating that municipalities will receive \$107.25 per capita for FY19/20 and \$105.00 for FY20/21.

**01-00-1-315 Video Gaming Revenue** **\$ 260,000**

FY17/18 Actual:	\$ 236,977	FY18/19 Actual:	\$ 246,355
FY19/20 Budget:	\$ 240,000	FY19/20 Projected:	\$ 252,700
Budget to Proposed	8.3% <span style="color: green;">△</span>	Projected to Proposed	2.9% <span style="color: green;">△</span>

The City receives 5% of net income from each video gaming machine. The tax is collected and administered by the Illinois Department of Revenue and then distributed to the City on a monthly basis. As of January 2020, there were twenty five (25) businesses with an anticipated hundred and seventeen (117) video gaming machines. These machines are supplied by nine (9) different gaming companies.

**01-00-1-316 Use Tax** **\$ 906,200**

FY17/18 Actual:	\$ 675,080	FY18/19 Actual:	\$ 789,762
FY19/20 Budget:	\$ 809,200	FY19/20 Projected:	\$ 859,000
Budget to Proposed	12.0% <span style="color: green;">△</span>	Projected to Proposed	5.5% <span style="color: green;">△</span>

Use Tax was established in 1955 by the Illinois General Assembly and is a sales tax that is paid to the Illinois Department of Revenue for items in which sales tax should have been paid, but was not collected at the time of sale. This tax applies to individuals, businesses, and organizations. Use tax is also distributed on a per capita basis.

The City utilizes the estimates provided by IML to develop the anticipated revenues for this line item. The IML is currently estimating that municipalities will receive

\$33.65 per capita for FY19/20 and \$35.50 for FY20/21. These figures are based on the higher population total of 25,528 that was determined during the special census the City conducted in September 2016. Use tax collections are benefitting from the *Wayfair* online sales tax court decision.

<b>01-00-1-318 Home Rule Sales Tax</b>				<b>\$ 0</b>
FY17/18 Actual:	\$ 775,226	FY18/19 Actual:		\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:		\$ 0
Budget to Proposed	N/A	Projected to Proposed		N/A

To offset the proposed property tax relief, which impacts 100% of our residents and businesses, the City revised the overall revenue mix and instituted a Home Rule Sales Tax, effective January 1, 2018. Therefore, four months of revenue was included within this account for FY17/18.

Starting in FY18/19, all Home Rule Sales Tax revenue is recorded directly within the General Corporate-CIP Fund to finance future streets and infrastructure capital improvement needs.

<b>01-00-1-319 Auto Rental Tax</b>				<b>\$ 11,500</b>
FY17/18 Actual:	\$ 8,971	FY18/19 Actual:		\$ 10,566
FY19/20 Budget:	\$ 10,500	FY19/20 Projected:		\$ 11,500
Budget to Proposed	9.5% <span style="color: green;">△</span>	Projected to Proposed		0.0%

The City receives 5% of revenue for all automobile rentals that occur within the City limits.

<b>01-00-1-330 Sales Tax Rebates</b>				<b>(\$ 361,500)</b>
FY17/18 Actual:	(\$ 148,517)	FY18/19 Actual:		(\$ 116,391)
FY19/20 Budget:	(\$ 145,100)	FY19/20 Projected:		(\$ 327,400)
Budget to Proposed	149.1% <span style="color: green;">△</span>	Projected to Proposed		10.4% <span style="color: green;">△</span>

The City entered into a sales-tax sharing agreement with Kohl's that began on April, 2012 and will expire in 2023. As part of this agreement, the City pays Kohl's 50% of the amount of sales tax generated at the Woodstock location.

The City entered into an agreement with Bull Valley Ford to share sales tax starting on May 1, 2016 to allow for an expansion to their dealership of 9,000 square feet and the hiring of 19 additional employees. This was amended in February 2020 to allow for additional construction, hiring and investment. The agreement expires in 2025.

The City entered into an agreement with Kunes Country to share sales tax starting on May 1, 2019 to allow for the renovation of the former Benoy Chrysler Dodge Jeep Ram auto dealership. The agreement is to share additional sales tax

collections in excess of \$100,000 (the approximate sales tax amount the City was receiving prior to Kunes' purchase of the dealership) over a 12-year period.

Also in September, 2013, the City Council approved a retail sales-tax sharing incentive agreement with Vroom Vroom, LLC (Woodstock Harley-Davidson). The economic development incentive provided assistance to Vroom Vroom LLC to acquire, renovate and relocate their dealership to the former Sears building at 2235 S. Eastwood. This agreement began in FY15/16 and expired at the end of FY18/19.

<b>01-00-2-322 Liquor &amp; Business Licenses</b>				<b>\$ 82,000</b>
FY17/18 Actual:	\$ 86,943	FY18/19 Actual:	\$ 81,068	
FY19/20 Budget:	\$ 81,000	FY19/20 Projected:	\$ 82,000	
Budget to Proposed	1.2% <span style="color: green;">△</span>	Projected to Proposed	0.0%	

The City offers 30 different classifications and issued liquor licenses to 59 separate entities in FY19/20. No fee increases are proposed for FY20/21.

<b>01-00-2-324 Building Permits</b>				<b>\$ 150,000</b>
FY17/18 Actual:	\$ 165,278	FY18/19 Actual:	\$ 206,938	
FY19/20 Budget:	\$ 150,000	FY19/20 Projected:	\$ 188,000	
Budget to Proposed	0.0%	Projected to Proposed	-20.2% <span style="color: red;">▽</span>	

Plan review fees, building inspection charges, and permit fees collected by the Department of Building and Zoning are included within this line item. The economic recovery has resulted in building permits increasing recently, although still nowhere near the rate that was being experienced in 2007.

<b>01-00-2-326 Stormwater Permits</b>				<b>\$ 15,000</b>
FY17/18 Actual:	\$ 15,300	FY18/19 Actual:	\$ 30,000	
FY19/20 Budget:	\$ 15,000	FY19/20 Projected:	\$ 5,000	
Budget to Proposed	0.0%	Projected to Proposed	200.0% <span style="color: green;">△</span>	

This line item accounts for the fees charged as part of the building permit process to cover the related costs for the review and monitoring of the City's Stormwater Management Ordinance, which is required to maintain the City's "Certified Community" status. As a "Certified Community," the City is responsible for the review of projects and enforcement of the County's stormwater management requirements, instead of relying on the County for these services.

**01-00-2-328 Franchise Fees** **\$ 342,000**

FY17/18 Actual:	\$ 348,931	FY18/19 Actual:	\$ 344,367
FY19/20 Budget:	\$ 340,000	FY19/20 Projected:	\$ 342,000
Budget to Proposed	0.6% <span style="color: green;">△</span>	Projected to Proposed	0.0%

The cable television franchise agreements require Comcast and AT&T to forward 5% of their gross receipts to the City.

**01-00-2-331 Filing Fees** **\$ 500**

FY17/18 Actual:	\$ 2,030	FY18/19 Actual:	\$ 910
FY19/20 Budget:	\$ 500	FY19/20 Projected:	\$ 6,900
Budget to Proposed	0.0%	Projected to Proposed	-92.8% <span style="color: red;">▽</span>

This line item includes fees assessed to developers/individuals for subdivision and zoning petitions. It also includes fees received for development approvals of unincorporated land, zoning variations, building code appeals, and similar applications.

**01-00-2-335 Backflow Inspections** **\$ 37,000**

FY17/18 Actual:	\$ 38,025	FY18/19 Actual:	\$ 37,800
FY19/20 Budget:	\$ 33,000	FY19/20 Projected:	\$ 37,000
Budget to Proposed	12.1% <span style="color: green;">△</span>	Projected to Proposed	0.0%

The annual inspection and certification of backflow prevention devices is mandated by the State of Illinois and must be performed by a licensed inspector. The City is required to oversee this program and to verify that each property owner is in compliance.

**01-00-2-336 Elevator Inspection Revenue** **\$ 7,300**

FY17/18 Actual:	\$ 7,140	FY18/19 Actual:	\$ 6,715
FY19/20 Budget:	\$ 7,200	FY19/20 Projected:	\$ 7,300
Budget to Proposed	1.4% <span style="color: green;">△</span>	Projected to Proposed	0.0%

The City of Woodstock administers the local elevator inspection program. The City contracts with a third-party service to conduct the inspections. This line item reflects revenue generated from inspection fees collected from building owners that is used to offset the contractual services charged by the inspection service.

**01-00-3-327 Recreation Program Fees** **\$ 160,000**

FY17/18 Actual:	\$ 199,605	FY18/19 Actual:	\$ 167,211
FY19/20 Budget:	\$ 185,000	FY19/20 Projected:	\$ 150,000
Budget to Proposed	-13.5% <span style="color: red;">▽</span>	Projected to Proposed	6.7% <span style="color: green;">△</span>

This line item includes the fees charged by the Recreation Department for its programs; league and team fees; sponsorships and donations; and advertisement income for ads in the City Scene. Program registration fees are charged for the

majority of programs offered by the Recreation Department with the exception of miscellaneous special events such as the Memorial Day Bike Decorating Contest and the Halloween Costume Contest. For most programs, nonresidents of the City are charged an additional 50% of the fee assessed to residents (not to exceed \$20).

<b>01-00-5-381 Interest Income</b>				<b>\$ 113,500</b>
FY17/18 Actual:	\$ 72,324	FY18/19 Actual:	\$ 102,443	
FY19/20 Budget:	\$ 127,500	FY19/20 Projected:	\$ 154,700	
Budget to Proposed	-11.0% ▽	Projected to Proposed	-26.6% ▽	

This line item reflects the interest received throughout the year from the General Corporate Fund's investments. The City's interest income has been impacted over the last seven years by the Federal Reserve Board's decision to keep the Federal Funds rate low to spur economic expansion, which has negatively impacted the ability for the City to generate interest income on available funds.

<b>01-00-5-360 Rental Property Receipts</b>				<b>\$ 90,700</b>
FY17/18 Actual:	\$ 4,136	FY18/19 Actual:	\$ 3,136	
FY19/20 Budget:	\$ 13,600	FY19/20 Projected:	\$ 59,100	
Budget to Proposed	566.9% △	Projected to Proposed	53.5% △	

The City is currently renting two spaces. The first is the 13707 Jackson Street to Pioneer Center. The second is the lower level of the Old Courthouse to the Public House. Lastly, the City also records rent for the Benton Street Boardwalk in this line item.

<b>01-00-5-363 Grant Revenue</b>				<b>\$ 165,000</b>
FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0	
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0	
Budget to Proposed	N/A	Projected to Proposed	N/A	

A grant application that may be approved from the Community Foundation has been budgeted for \$5,000. The City also expects to receive \$160,000 in Community Development Block Grant funds from McHenry County to assist with the Neighborhood Improvement Program.

<b>01-00-5-378 Sale of Surplus Equipment</b>				<b>\$ 25,500</b>
FY17/18 Actual:	\$ 37,245	FY18/19 Actual:	\$ 17,954	
FY19/20 Budget:	\$ 33,000	FY19/20 Projected:	\$ 43,600	
Budget to Proposed	-22.7% ▽	Projected to Proposed	-41.5% ▽	

From time to time the City has old equipment that has generally outlived its useful life. In order to dispose of this equipment, the City sells it at various auctions including ones conducted online. Items sold at these auctions typically include police cars, public works machinery and vehicles, and a multitude of other items.

**01-00-5-379 Intergovernmental Services** **\$20,000**

FY17/18 Actual:	\$ 35,105	FY18/19 Actual:	\$ 42,746
FY19/20 Budget:	\$ 49,800	FY19/20 Projected:	\$ 41,000
Budget to Proposed	-59.8% ▽	Projected to Proposed	-51.2% ▽

In order to provide services more economically to the City's residents, the City has entered into intergovernmental agreements to provide various services to nearby governmental entities. Currently, the City has agreements with the Villages of Richmond and Spring Grove to provide building inspections to their communities, as well as providing plumbing inspection and IT services to the City of Marengo.

**01-00-5-380 Miscellaneous Income** **\$ 21,000**

FY17/18 Actual:	\$ 97,454	FY18/19 Actual:	\$ 28,798
FY19/20 Budget:	\$ 20,000	FY19/20 Projected:	\$ 27,000
Budget to Proposed	5.0% △	Projected to Proposed	-22.2% ▽

Items in this account are made up of revenue that generally does not relate to any other specific line item. Some items include scrap metal sales, jury duty pay, liquor license fines, snow removal, and weed mowing bills. The large increase in FY17/18 is a result of numerous energy efficiency grants received to upgrade street lights to LED.

**01-00-5-386 Community Event Donations** **\$ 13,500**

FY17/18 Actual:	\$ 12,344	FY18/19 Actual:	\$ 22,995
FY19/20 Budget:	\$ 15,000	FY19/20 Projected:	\$ 8,700
Budget to Proposed	-10.0% ▽	Projected to Proposed	55.2% △

In response to City Council's direction to create a Community Celebration unique to Woodstock, the City joined with the Gavers Community Cancer Foundation to host the inaugural Summer in the Park event in Emricson Park in FY14/15. Part of the celebration is paid by donations, which are reported within this line item. It should be noted that some of the revenue for FY19/20 was inadvertently recorded in FY18/19.

**TRANSFERS:**

**01-00-9-391 Transfer From Library Fund** **\$ 11,000**

FY17/18 Actual:	\$ 11,000	FY18/19 Actual:	\$ 11,000
FY19/20 Budget:	\$ 2,200	FY19/20 Projected:	\$ 2,200
Budget to Proposed	400.0% △	Projected to Proposed	400.0% △

As a separate fund, similar to the Water & Sewer Fund, and due to the fact that the Library's service area extends beyond the City limits of the City of Woodstock, the Library is assessed a fee for services provided by the Finance and Human Resources

Departments. These services include payroll processing, accounts payable, general accounting, auditing, employee recruitment and benefit-management services.

**01-00-9-395 Transfer From Utility Fund \$ 558,400**

FY17/18 Actual:	\$ 402,069	FY18/19 Actual:	\$ 428,651
FY19/20 Budget:	\$ 499,700	FY19/20 Projected:	\$ 453,200
Budget to Proposed	11.7% $\Delta$	Projected to Proposed	23.2% $\Delta$

This line item represents the charges from the General Corporate Fund for services provided to the Water & Sewer Fund. This transfer is based on the following formula:

General Government*	10%
Finance Department	40%
Fleet Maintenance	8%
Public Works Administration	25%
Human Resources	20%
Information Technology (IT)	10%

\*Excludes the following items: Marketing Efforts, Enterprise Zone, Legislative Advocate, and Countywide Homeless Shelter Support.

**01-00-9-397 Transfer From Special Recreation Fund \$ 18,000**

FY17/18 Actual:	\$ 18,000	FY18/19 Actual:	\$ 18,000
FY19/20 Budget:	\$ 18,000	FY19/20 Projected:	\$ 18,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This budgeted transfer reflects an allocation of the salary costs for the Recreation Department to administer these programs.

**01-00-9-398 Transfer From Police Pension Fund \$ 5,000**

FY17/18 Actual:	\$ 5,000	FY18/19 Actual:	\$ 5,000
FY19/20 Budget:	\$ 5,000	FY19/20 Projected:	\$ 5,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This budgeted transfer reflects an allocation of the costs from the Finance Department to complete and file the annual Department of Insurance report, as well as prepare the related audit schedules for the Police Pension Fund.

**01-00-9-881 Transfer (To) Debt Service Fund (\$ 260,800)**

FY17/18 Actual:	(\$ 148,049)	FY18/19 Actual:	(\$ 145,161)
FY19/20 Budget:	(\$ 153,400)	FY19/20 Projected:	(\$ 149,000)
Budget to Proposed	70.0% $\Delta$	Projected to Proposed	75.0% $\Delta$

The FY20/21 transfer includes funding for the following bond payments provided

for through the Debt Service Fund:

Original Debt Use	Revenue Source	Debt Series	Total
Aquatic Center	Sales Tax	2010A	\$ 30,800
Lake Avenue	Sales Tax	2005B	\$ 61,500
Opera House	Sales Tax	2010A	\$ 13,700
Streets Resurface	General	2020A	\$154,000
Fiscal Agent Fee	Sales Tax		\$ 800
			\$260,800

**01-00-9-889 Transfer (To) Employee Health Insurance Fund (\$ 764,600)**

FY17/18 Actual:	(\$ 670,953)	FY18/19 Actual:	(\$ 673,021)
FY19/20 Budget:	(\$ 737,700)	FY19/20 Projected:	(\$ 643,400)
Budget to Proposed	3.6% <span style="color: red;">△</span>	Projected to Proposed	18.8% <span style="color: red;">△</span>

This line item represents the total monthly transfers made to the Employee Health Insurance Fund for the insurance coverage for those employees who are in departments contained within the General Corporate Fund.

**01-00-9-894 Transfer (To) Police Protection Fund (\$ 2,807,000)**

FY17/18 Actual:	(\$ 2,541,662)	FY18/19 Actual:	(\$ 2,559,440)
FY19/20 Budget:	(\$ 2,973,800)	FY19/20 Projected:	(\$ 2,917,500)
Budget to Proposed	-5.6% <span style="color: green;">▽</span>	Projected to Proposed	-3.8% <span style="color: green;">▽</span>

This line item represents the annual subsidy that is required from the City's General Corporate Fund to the Police Protection Fund. Property tax revenues and fines are insufficient to pay for the full costs of providing police services to the community. Therefore, an annual transfer is made at year-end to provide for the difference between the expenditures incurred throughout the year for police services and the corresponding revenues generated on behalf of this department.

**01-00-9-895 Transfer (To) Public Parks Fund (\$ 937,400)**

FY17/18 Actual:	(\$ 678,856)	FY18/19 Actual:	(\$ 759,534)
FY19/20 Budget:	(\$ 1,000,100)	FY19/20 Projected:	(\$ 914,500)
Budget to Proposed	-6.3% <span style="color: green;">▽</span>	Projected to Proposed	2.5% <span style="color: red;">△</span>

This line item represents the annual subsidy that is required from the General Corporate Fund to the Public Parks Fund. Property taxes received by this fund are insufficient to pay all costs for maintaining, developing and improving the City's park system. Therefore, an annual transfer is made at year end to provide the necessary funds and prevent a deficit in the fund for the year.

**01-00-9-896 Transfer (To) Hotel/Motel Tax Fund (\$ 33,500)**

FY17/18 Actual:	(\$ 3,000)	FY18/19 Actual:	(\$ 5,500)
FY19/20 Budget:	(\$ 31,500)	FY19/20 Projected:	(\$ 23,000)
Budget to Proposed	6.3% <span style="color: red;">△</span>	Projected to Proposed	45.7% <span style="color: red;">△</span>

A transfer is made to the Hotel/Motel Tax Fund to further support community events throughout the City.

**01-00-9-898 Transfer (To) Performing Arts Fund (\$ 320,900)**

FY17/18 Actual:	(\$ 388,753)	FY18/19 Actual:	(\$ 288,269)
FY19/20 Budget:	(\$ 320,000)	FY19/20 Projected:	(\$ 301,700)
Budget to Proposed	0.3% <span style="color: red;">△</span>	Projected to Proposed	6.4% <span style="color: red;">△</span>

This line item represents the annual subsidy that is required from the General Corporate Fund to the Performing Arts Fund. Ticket sales and property taxes are insufficient to meet all operating costs for the Opera House; therefore, an annual transfer is made at year-end to provide the necessary funds and prevent a deficit in the fund for the year.

**01-00-9-899 Transfer (To) Paratransit Fund (\$ 30,300)**

FY17/18 Actual:	(\$ 29,538)	FY18/19 Actual:	(\$ 28,765)
FY19/20 Budget:	(\$ 29,600)	FY19/20 Projected:	(\$ 29,600)
Budget to Proposed	2.4% <span style="color: red;">△</span>	Projected to Proposed	2.4% <span style="color: red;">△</span>

This line item serves as the transfer to the Paratransit Fund, which provides public transportation to the community's residents through PACE.

**01-00-9-905 Transfer (To) Recreation Fund \$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	(\$ 24,400)	FY19/20 Projected:	(\$ 24,400)
Budget to Proposed	-100.0% <span style="color: green;">▽</span>	Projected to Proposed	-100.0% <span style="color: green;">▽</span>

This line item represents a transfer to the Recreation Fund. It is intended to initially offset the results from the implementation of the recommendations contained within the City's Compensation Study.

**01-00-9-909 Transfer (To) Library Building Fund (\$ 312,000)**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	(\$ 312,000)	FY19/20 Projected:	(\$ 312,000)
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item reflects the transfer of the property tax levy previously utilized for the annual payment of the GO Bonds issued for the construction of the new library building in 2001, which was retired in FY18/19, and is now reported in the General Fund.

**01-00-9-910 Transfer (To) Social Security Fund (\$ 0)**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	(\$ 5,000)	FY19/20 Projected:	(\$ 535,900)
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

In order to offset a deficit in the Social Security Fund, excess surplus from the General Fund for FY19/20 is proposed to be transferred.

**01-00-9-911 Transfer (To) IMRF Fund (\$ 0)**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	(\$ 493,600)
Budget to Proposed	N/A	Projected to Proposed	-100.0% ▽

In order to offset a deficit in the IMRF Fund, excess surplus from the General Fund for FY19/20 is proposed to be transferred.

**01-00-9-912 Transfer (To) Motor Fuel Tax Fund (\$ 0)**

FY17/18 Actual:	(\$ 10,000)	FY18/19 Actual:	(\$ 10,000)
FY19/20 Budget:	(\$ 10,000)	FY19/20 Projected:	(\$ 0)
Budget to Proposed	-100.0% ▽	Projected to Proposed	N/A

In order to supplement ice control in the MFT Fund, a small transfer was initiated in FY17/18 and FY18/19. In FY19/20, this transfer was again budgeted; however because of increased revenue received from the State of Illinois, it was determined this transfer was not needed.

**01-00-9-914 Transfer (To) Administrative Adjudication Fund (\$ 8,100)**

FY17/18 Actual:	(\$ 3,528)	FY18/19 Actual:	(\$ 6,035)
FY19/20 Budget:	(\$ 10,200)	FY19/20 Projected:	(\$ 8,200)
Budget to Proposed	-20.6% ▽	Projected to Proposed	-1.2% ▽

The City Council authorized the establishment of an Administrative Adjudication function in FY09/10. This function has been included within its own separate Special Revenue Fund. Although this function has been successful at achieving compliance with City Code by residents in violation, the amount of fines and administrative court fees have not been sufficient to cover the associated costs and; therefore, require a subsidy from the General Fund.

**01-00-9-915 Transfer (To) Aquatic Center Fund (\$ 22,200)**

FY17/18 Actual:	(\$ 20,645)	FY18/19 Actual:	(\$ 32,051)
FY19/20 Budget:	(\$ 43,000)	FY19/20 Projected:	(\$ 37,500)
Budget to Proposed	-48.4% ▽	Projected to Proposed	-40.8% ▽

A supplemental transfer to the Aquatic Center Fund is being proposed to address the anticipated budgetary deficit. Operations within the Aquatic Center are

weather dependent. As a result, should the City experience a prolonged hot and dry summer season, it is likely that this transfer will not be needed.

<b>01-00-9-941 Transfer (To) TIF #2 Fund</b>				<b>(\$ 22,900)</b>
FY17/18 Actual:	\$ 0	FY18/19 Actual:		\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:		(\$ 29,000)
Budget to Proposed	N/A	Projected to Proposed		-21.0% ▽

Rent Revenue related to the Old Courthouse starting in FY19/20 is now being recorded in the General Fund. After maintenance expenses are paid, it is being proposed that the surplus be transferred to the TIF #2 Fund to pay for future building enhancements.

<b>01-00-9-982 Transfer (To) General - CIP Fund</b>				<b>(\$ 382,400)</b>
FY17/18 Actual:	(\$ 1,094,000)	FY18/19 Actual:		\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:		\$ 0
Budget to Proposed	N/A	Projected to Proposed		N/A

This line item contains the transfer to the CIP Fund to fund large non-enterprise capital improvements. Starting in FY18/19, this transfer was eliminated and instead the General-CIP Fund benefited from devoting 100% of the Home Rule Sales Tax.

In FY20/21, a transfer is being proposed as result of debt that has been paid off or reduced. The first of this debt was for the aquatic center, which resulted in the Property Tax revenue line item increasing. The second is a reduction in the Aquatic and Opera House debt service, which in turn has reduced the transfer needed from the General Fund. As outlined in the City's 10-year CIP document, reductions in debt service previously paid by the General Fund is to be transferred to the General-CIP Fund to pay for future CIP projects.



Annual Budget  
FY20/21

# General Government

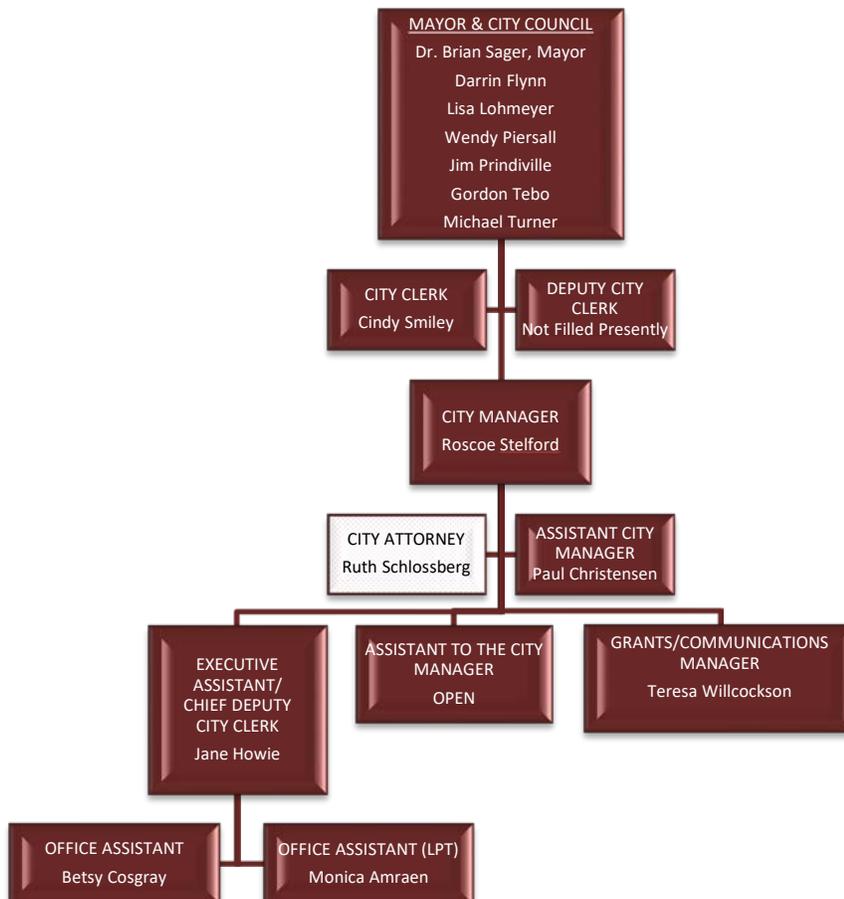
## General Government Department

The General Government Department contains the City Manager’s Office, which is responsible for providing management services, budgeting, legislative support, and communications to elected officials, staff, and the general public in order to carry out the policy direction as set by the City Council.

Salaries and expenses related to the Mayor’s Office and City Council are also contained within this budget.



GENERAL GOVERNMENT DEPARTMENT – ORGANIZATIONAL CHART



<b>GENERAL GOVERNMENT – PERSONNEL SUMMARY</b>					
<b>POSITION/TITLE</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>	<b>+(-)</b>
<i>Mayor &amp; City Council (Elected)</i>	7	7	7	7	0
<i>City Clerk (Appointed)</i>	1	1	1	1	0
<i>Deputy City Clerk (Appointed)</i>	1	1	1	1	0
City Manager	1	1	1	1	0
Executive Assistant/Chief Deputy City Clerk	1	1	1	1	0
Assistant to the City Manager <sup>1</sup>	0	0	0	1	1
Grants/Communications Manager	1	1	1	1	0
Office Assistant (Split FT/50-50)	0.5	0.5	0.5	0.5	0
Office Assistant (LPT)	0.5	0.5	0.5	0.5	0
<b>TOTAL ELECTED</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>0</b>
<b>TOTAL APPOINTED</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>
<b>TOTAL FULL TIME</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>4.5</b>	<b>1</b>
<b>TOTAL LIMITED PART TIME</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0</b>

<sup>1</sup>New FT position proposed for FY20/21.

### **FY19/20 Accomplishments**

- Presented a balanced FY20/21 Budget, which addressed the Council’s identified priorities.
- Continued to forgo the inflationary increase allowed by State Statute for the City’s 2019 property tax levy, representing the ninth consecutive year, capturing only new growth, saving the Woodstock taxpayers in excess of \$11.9 million over that nine year period.
- Worked with the City’s lobbyist to secure \$57 million in funding for the expansion of Route 47 from Route 14 to Route 120, defended the City’s share of income taxes from being redirected to offset the State’s budgetary deficit, and provided analysis to the State’s Pension Committee to assist with the consolidation of investments for public safety pensions.
- Negotiated favorable financing terms with Wintrust Bank to facilitate the purchase of the Die Cast site, reducing the complexity of the eventual property transfer to a future developer and providing the City with control over the ultimate site design to meet the goals outlined within the Downtown Plan.
- Completed a comprehensive and timely Compensation Study to assess the appropriate compensation levels for the City’s non-represented workforce.
- Expanded the Harvard/Woodstock Enterprise Zone to include the City of Marengo.
- Initiated an enhanced Streets program for the 2020 construction season, involving a \$10 million bond issuance and the institution of a \$0.03 local motor fuel tax.
- Assisted with the coordination of the filming of a national commercial in the downtown Square.
- Forwarded four (4) redevelopment agreements to facilitate the renovation of 329 Lake Avenue, 220 S. Seminary, 220 N. Benton Street, and 1191 Lake Avenue.
- Approved one (1) redevelopment agreement to stimulate the corner of Church and Madison with a five-story apartment building.

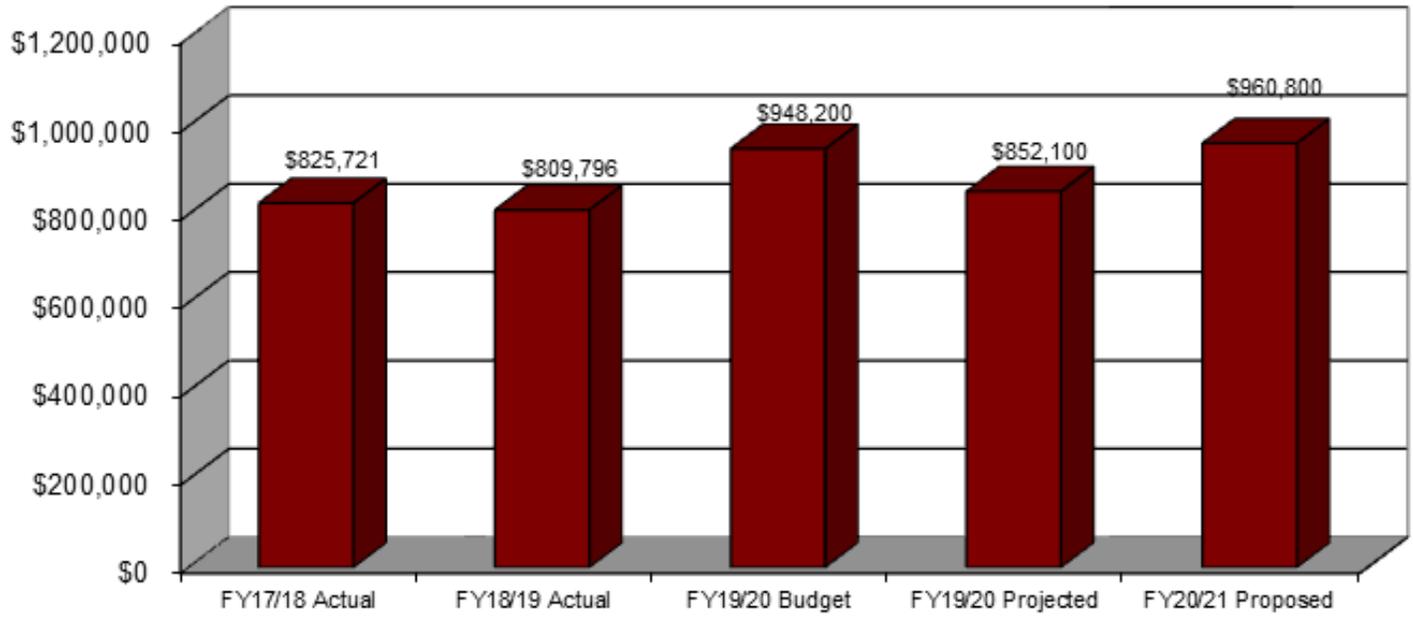
- Hired professional advisors to assist with the redevelopment of the Old Courthouse and Sheriff's House utilizing Federal and State historic tax credits, as well as conducted a proposal process to identify potential tenants for the building.
- Worked with the County to develop a Neighborhood Revitalization Strategic Area (NRSA) to provide long-term economic benefits to properties located in low-to-moderate income neighborhoods by offering a variety of programs funded via Community Development Block Grants (CDBG).
- Revised the Unified Development Ordinance and City Code to allow for the sale, distribution and growing of marijuana in response to the State's legalization of recreational cannabis.
- Instituted a Reusable Bag Program to address environmental concerns and reduce the amount of single-use bags entering into the City's ecosystem.
- Negotiated an incentive agreement for an expansion and remodeling project for the Kunes Country auto dealership, which was the former Benoy dealership on Route 47.
- Entered into separate Intergovernmental Agreements (IGA) with Metra/RTA to complete maintenance and improvements for the Woodstock Train Station, as well as construct a Warming Shelter on the other side of the tracks.
- Participated in quarterly meetings for Metropolitan Mayors Caucus regional Age-Friendly Communities Collaborative and McHenry County's Funders Forum.
- Developed a Noise Control Ordinance to address residents' concerns regarding performance venues.
- Updated the City's Capital Improvement Program, which represents a ten-year budgetary plan, matching anticipated revenues with associated funding needs.
- Conducted a comprehensive recruitment process as a result of the impending retirement of Public Works Director Jeff Van Landuyt.
- Secured a number of grants in FY19/20, including \$86,000 in CDBG funding for the Old Courthouse, \$43,685 from an ILETSB grant to replace the police body cameras and \$50,000 from the State of Illinois to install cameras on the Square.
- Successfully planned, organized, and managed the annual Summer in the Park event.
- Updated and managed the City's website to provide information to our residents, invite visitors and businesses to our community, offer transparency in government, and provide increased opportunities for interaction such as bill payment, FOIA submittal, permit application, etc.
- Extended the collective bargaining agreements with Public Works (Local 150), and the Fraternal Order of Police (FOP) for both Unit A (Patrol) and Unit B (Records), all through FY23/24.
- Served as Chairman for the McHenry County Fiber Network Consortium and enhanced efforts to market and sell dark and lit fiber services for economic development purposes.
- Coordinated the annual Hotel/Motel Use Tax Tourism Grant program to assist the community's valued non-profits in attracting increased special events attendance.
- Continued to reach out to existing businesses through retention visits to identify areas where the City can assist in growth.
- Participated in a County-wide effort to review areas which are conducive for consolidation in an effort to take advantage of economies of scale and lower overall operating costs for our residents.
- Worked with organizers to host the Wizarding World of Woodstock in the downtown, attracting a significant audience for this event.
- Conducted several special Council Workshops discussing a number of timely topics including the results of the Compensation Study, Route 47 and Metra railyard lobbying efforts, marijuana dispensaries, reusable bag initiative, Old Courthouse and Sheriff's House, development review process, an enhanced streets program, neighborhood revitalization, revolving loan amendments, economic development, and FY20/21 Budget development.

**FY20/21 Goals and Objectives**

- Address City Council priorities including the development of operational efficiencies to provide property tax relief.
- Secure redevelopment as well as new development within the recently established TIF #2, which encompasses areas in the downtown, Judd Street and Route 47, specifically focusing on transit-oriented development for Woodstock Station and other high-priority areas as identified by Council.
- Participate in the Chicago Metropolitan Agency for Planning’s Coordinated Investment Strategy Study in collaboration with McHenry County and other area municipalities.
- Monitor State budget activity to prevent the redirection of local revenues to address State budgetary needs. Recommend operational modifications and local budget reductions, if necessary, to return the City to a balanced budget, which incorporates the impact from any mid-year State reductions.
- Continue to collaborate with other agencies and funding sources to establish a permanent fixed-site solution for the homeless.
- In conjunction with the Economic Development Department, continue to reach out to existing businesses through retention visits to identify areas where the City can assist in growth, while increasing targeted efforts to recruit and site new businesses to Woodstock.
- Work with the City-hired lobbyist to continue to secure state funding for important transportation needs including the widening of Route 47, north of Route 120, along with increased Metra service.
- Achieve AARP Designation for a Livable Community, to attract targeted senior housing and associated development.

**Performance Measures:**

Item	Goal	Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Estimated
Capital Improvement Program	Develop an updated CIP and transmit to City Council in January.	Was the CIP updated and transmitted to the City Council in January?	Yes	Yes	Yes
Annual Budget	Develop and present a balanced operating budget for Council's Consideration.	Was a balanced operating budget presented for City Council's consideration?	Yes	Yes	Yes
Distinguished Budget Presentation Award	Prepare a budget that achieves national recognition via the GFOA's Award Program.	Did the City's budget for the prior year receive the GFOA's Distinguished Budget Award?	Yes	Yes	Yes
Council Information	The Council Packet will be developed and distributed by the end of business Friday before regular meetings.	% of the time Council Packet is completed within the aforementioned timeframe.	100%	100%	100%
Identify & Secure Grants	Generate in excess of \$150,000 in grant funding each year.	Dollar value of grants.	\$ 489,806	\$ 179,235	\$ 421,885
Website Management	Regularly update content on the website that engages residents and provides relevant information.	Number of website hits. (Calendar Year)	82,669	81,843	84,506



**General Corporate Fund - General Government**

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
<b>SALARIES</b>						
01-01-3-401	City Manager	\$ 166,157	\$ 170,350	\$ 176,000	\$ 176,900	\$ 184,900
01-01-3-403	Assistant City Manager	10,435	10,857	11,300	11,400	12,000
01-01-3-405	Executive Assistant	64,575	66,869	69,500	69,600	72,700
01-01-3-406	Office Assistants	29,091	27,333	29,000	26,600	29,000
01-01-3-410	Grants/Communications Manager	69,864	72,679	75,500	75,600	79,000
01-01-3-411	Assistant to the City Manager	-	-	-	-	70,000
01-01-3-439	City Officials	63,243	49,532	55,000	52,000	57,000
01-01-3-440	Compensation Study Reserve	-	-	80,900	-	-
01-01-3-445	Overtime	-	149	-	600	700
01-01-3-451	Sick Leave Conversion	5,426	5,585	6,000	5,800	6,100
	<b>TOTAL SALARIES</b>	<b>\$ 408,791</b>	<b>\$ 403,354</b>	<b>\$ 503,200</b>	<b>\$ 418,500</b>	<b>\$ 511,400</b>
<b>PERSONAL SERVICES</b>						
01-01-4-452	Travel & Training	\$ 11,745	\$ 13,249	\$ 12,500	\$ 11,000	\$ 13,000
01-01-4-454	Dues & Subscriptions	16,562	17,280	17,000	17,000	17,000
	<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 28,307</b>	<b>\$ 30,529</b>	<b>\$ 29,500</b>	<b>\$ 28,000</b>	<b>\$ 30,000</b>
<b>CONTRACTUAL SERVICES</b>						
01-01-5-501	Communications	\$ 2,203	\$ 1,218	\$ 1,300	\$ 1,300	\$ 1,300
01-01-5-502	Legal Services	57,736	58,530	60,000	57,500	60,000
01-01-5-505	Appraisal Services	3,003	1,000	3,000	2,000	3,000
01-01-5-536	City Scene	15,072	15,751	16,000	15,800	16,000
01-01-5-537	Printing Services	6,133	6,093	5,000	5,000	5,000
01-01-5-538	Publishing Services	7,475	2,685	3,000	3,000	3,000
01-01-5-552	Service To Maintain Equipment	2,000	1,040	1,500	1,400	1,500
01-01-5-558	Marketing Efforts	200,000	200,000	220,000	220,000	220,000
01-01-5-559	Enterprise Zone	30,000	24,000	30,000	24,000	30,000
01-01-5-562	Legislative Advocate	60,000	60,000	60,000	60,000	60,000
01-01-5-563	Countywide Homeless Shelter Support	-	-	10,000	10,000	10,000
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 383,622</b>	<b>\$ 370,317</b>	<b>\$ 409,800</b>	<b>\$ 400,000</b>	<b>\$ 409,800</b>
<b>COMMODITIES</b>						
01-01-6-601	Postage Expense	\$ 3,661	\$ 3,570	\$ 3,200	\$ 3,600	\$ 3,600
01-01-6-606	Supplies	1,340	1,646	2,000	2,000	2,000
	<b>TOTAL COMMODITIES</b>	<b>\$ 5,001</b>	<b>\$ 5,216</b>	<b>\$ 5,200</b>	<b>\$ 5,600</b>	<b>\$ 5,600</b>
<b>CAPITAL OUTLAY</b>						
01-01-7-720	Equipment	\$ -	\$ 380	\$ 500	\$ -	\$ 4,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ 380</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ 4,000</b>
<b>TOTAL GENERAL GOVERNMENT EXPENSES</b>		<b>\$ 825,721</b>	<b>\$ 809,796</b>	<b>\$ 948,200</b>	<b>\$ 852,100</b>	<b>\$ 960,800</b>

## General Government Department Line Item Descriptions

### 01-01-3-401 City Manager \$ 184,900

FY17/18 Actual:	\$ 166,157	FY18/19 Actual:	\$ 170,350
FY19/20 Budget:	\$ 176,000	FY19/20 Projected:	\$ 176,900
Budget to Proposed	5.1% <span style="color: red;">△</span>	Projected to Proposed	4.5% <span style="color: red;">△</span>

Salary for FY20/21 will be stipulated in the City Manager's Employment Agreement as approved by the City Council.

### 01-01-3-403 Assistant City Manager \$ 12,000

FY17/18 Actual:	\$ 10,435	FY18/19 Actual:	\$ 10,857
FY19/20 Budget:	\$ 11,300	FY19/20 Projected:	\$ 11,400
Budget to Proposed	6.2% <span style="color: red;">△</span>	Projected to Proposed	5.3% <span style="color: red;">△</span>

Funding is provided within this line item to compensate a Department Director to serve as Assistant City Manager.

### 01-01-3-405 Executive Assistant \$ 72,700

FY17/18 Actual:	\$ 64,575	FY18/19 Actual:	\$ 66,869
FY19/20 Budget:	\$ 69,500	FY19/20 Projected:	\$ 69,600
Budget to Proposed	4.6% <span style="color: red;">△</span>	Projected to Proposed	4.5% <span style="color: red;">△</span>

Incorporated in this amount is the salary for the Executive Assistant. This amount is consistent with the City's Compensation Plan for non-unionized positions, which incorporates an opportunity for an additional increase based on the City's approved merit program.

### 01-01-3-406 Office Assistants \$ 29,000

FY17/18 Actual:	\$ 29,091	FY18/19 Actual:	\$ 27,333
FY19/20 Budget:	\$ 29,000	FY19/20 Projected:	\$ 26,600
Budget to Proposed	0.0%	Projected to Proposed	9.0% <span style="color: red;">△</span>

The wages for the Office Assistants make up the cost of this line item. This amount is consistent with the City's Compensation Plan for non-unionized positions, which incorporates an opportunity for an additional increase based on the City's approved merit program. FY20/21 staffing proposes to continue to utilize a split full-time position between the Opera House and the City Manager's Office with an LPT position working an average of 10 hours per week.

### 01-01-3-410 Grants/Communications Manager \$ 79,000

FY17/18 Actual:	\$ 69,864	FY18/19 Actual:	\$ 72,679
FY19/20 Budget:	\$ 75,500	FY19/20 Projected:	\$ 75,600
Budget to Proposed	4.6% <span style="color: red;">△</span>	Projected to Proposed	4.5% <span style="color: red;">△</span>

The cost of a Grants/Communications Manager is funded within this line item. In FY17/18 the City's Grant Writer was promoted to take on an expanded role. This amount is consistent with the City's Compensation Plan for non-unionized positions

and incorporates a 1.0% COLA adjustment plus an opportunity for an additional increase based on the City's approved merit program.

<b>01-01-3-411 Assistant to the City Manager</b>				<b>\$ 70,000</b>
FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0	
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0	
Budget to Proposed	N/A	Projected to Proposed	N/A	

This line item funds a newly-created position to serve as an Assistant to the City Manager.

<b>01-01-3-439 City Officials</b>				<b>\$ 57,000</b>
FY17/18 Actual:	\$ 63,243	FY18/19 Actual:	\$ 49,532	
FY19/20 Budget:	\$ 55,000	FY19/20 Projected:	\$ 52,000	
Budget to Proposed	3.6% <span style="color: red;">△</span>	Projected to Proposed	9.6% <span style="color: red;">△</span>	

The schedule below reflects the authorized compensation for the Mayor and City Council, as well as the Treasurer, City Clerk, Chief Deputy City Clerk, and Deputy City Clerk. State law does not allow a legislative body to approve a raise for itself or other elected officials within its present term.

Mayor (includes Liquor Commissioner Duties)	\$ 2,000
Council Member (6 at \$6,000)	36,000
City Clerk (\$5,000 plus \$100/meeting)	5,000
City Treasurer	300
Chief Deputy Clerk (\$3,000 plus \$100/meeting)	3,000
Deputy Clerk (\$2,000 plus \$100/meeting)	2,000
Additional Meetings for Clerks	<u>8,700</u>
	<b>\$57,000</b>

In FY18/19, the Mayor was appointed to represent McHenry County on the Regional Transportation Authority (RTA) Board and has forgone his compensation with the City. The FY20/21 Budget assumes the continuation of his service on the RTA Board. However, funding has been included in the event the City needs to compensate a Council Member to serve as Acting Mayor, due to the Mayor's election to a higher office. Additional funds are budgeted to cover extra/special meetings attended by the City Clerks.

<b>01-01-3-450 Compensation Study – Wage Adjustments</b>				<b>\$ 0</b>
FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0	
FY19/20 Budget:	\$ 80,900	FY19/20 Projected:	\$ 0	
Budget to Proposed	-100.0% <span style="color: green;">▽</span>	Projected to Proposed	N/A	

This line item was included as a budgetary placeholder to facilitate a partial mid-year implementation of the results from the compensation study and included an original balance of \$150,000. This funding was allocated to the appropriate salary accounts throughout the various departments in accordance with the consultant's recommendations, resulting in a corresponding reduction to the FY19/20 Budget for this line item.

**01-01-3-445 Overtime \$ 700**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 149
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 600
Budget to Proposed	N/A	Projected to Proposed	16.7% <span style="color: red;">△</span>

This line item pays overtime costs incurred by the City Manager’s Office to provide the necessary services, which when earned is at the discretion of the employees, who may instead convert this to comp time. The main generator for overtime is the Department’s support required for the City’s Summer in the Park event.

**01-01-4-451 Sick Leave Conversion \$ 6,100**

FY17/18 Actual:	\$ 5,426	FY18/19 Actual:	\$ 5,585
FY19/20 Budget:	\$ 6,000	FY19/20 Projected:	\$ 5,800
Budget to Proposed	1.7% <span style="color: red;">△</span>	Projected to Proposed	5.2% <span style="color: red;">△</span>

The City provides for the accumulation of a maximum of 800 hours (100 days) of sick leave with amounts over this paid at 50%, but applied to employee health insurance contributions.

**01-01-4-452 Travel & Training \$ 13,000**

FY17/18 Actual:	\$ 11,745	FY18/19 Actual:	\$ 13,249
FY19/20 Budget:	\$ 12,500	FY19/20 Projected:	\$ 11,000
Budget to Proposed	4.0% <span style="color: red;">△</span>	Projected to Proposed	18.2% <span style="color: red;">△</span>

Pursuant to the City Manager’s Employment Agreement, meetings/conferences of the International City Management Association (ICMA), the Illinois City Manager’s Association (ILCMA), and local/state business meetings attended by the City Manager, Mayor and City Council are charged to this account. Funds from this account are also used to reimburse department employees for attendance at meetings, conferences, and/or training seminars.

Expenses associated with Special City Council meetings (e.g., Council Retreat, Old Courthouse Workshop, and other workshop sessions) are also reflected in this account. With the approval of the expansion to Route 47 in the State’s Capital Bill, the City did not conduct its annual drive down to Springfield. However, funding has been included in FY20/21 to allow for several drive downs to Springfield and additional training opportunities for City Manager’s Office staff.

**01-01-4-454 Dues & Subscriptions \$ 17,000**

FY17/18 Actual:	\$ 16,562	FY18/19 Actual:	\$ 17,280
FY19/20 Budget:	\$ 17,000	FY19/20 Projected:	\$ 17,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

The City’s memberships in various associations are accounted for in this line item. A summary of expenditures follows:

McHenry County Council of Governments (MCCG)	\$7,000
Illinois Municipal League	2,000

International City Management Association (ICMA)	1,600
eCivis Grant Service	1,400
Metropolitan Mayors Caucus	1,400
Rotary/Kiwanis	1,400
Chicago Metropolitan Planning	1,000
McHenry County Historical Society	500
Illinois City Manager's Association (ILCMA)	400
Subscriptions	<u>300</u>
	\$17,000

**01-01-5-501 Communications \$ 1,300**

FY17/18 Actual:	\$ 2,203	FY18/19 Actual:	\$ 1,218
FY19/20 Budget:	\$ 1,300	FY19/20 Projected:	\$ 1,300
Budget to Proposed	0.0%	Projected to Proposed	0.0%

Departmental telephone expenses for local, long distance, and wireless calls are accounted for in this line item, as well as the monthly Internet charges for the Department. The internet service for the Co-Working program at Stage Left Café was unbudgeted, but funded via this line item in FY17/18.

**01-01-5-502 Legal Services \$ 60,000**

FY17/18 Actual:	\$ 57,736	FY18/19 Actual:	\$ 58,530
FY19/20 Budget:	\$ 60,000	FY19/20 Projected:	\$ 57,500
Budget to Proposed	0.0%	Projected to Proposed	4.3% <span style="color: red;">△</span>

In addition to the standard ordinance review/preparation and other day-to-day legal assistance, legal services which are organization-wide, as opposed to Department-specific, and originate from action of the City Council or the City Manager, are recorded here.

**01-01-5-505 Appraisal Services \$ 3,000**

FY17/18 Actual:	\$ 3,003	FY18/19 Actual:	\$ 1,000
FY19/20 Budget:	\$ 3,000	FY19/20 Projected:	\$ 2,000
Budget to Proposed	0.0%	Projected to Proposed	50.0% <span style="color: red;">△</span>

This line item is in the event the City is offered a parcel of land, requires right-of-way, etc. which may require the services of an appraiser. A standard appraisal averages \$1,500 - \$2,000. This account is for appraisal and environmental services to support unforeseen/unscheduled projects related to potential property acquisition.

**01-01-5-536 City Scene (40%) \$ 16,000**

FY17/18 Actual:	\$ 15,072	FY18/19 Actual:	\$ 15,751
FY19/20 Budget:	\$ 16,000	FY19/20 Projected:	\$ 15,800
Budget to Proposed	0.0%	Projected to Proposed	1.3% <span style="color: red;">△</span>

Although the Recreation Department coordinates the preparation and distribution of the City Scene, since a portion of the publication is used to

promote other City functions beyond the Recreation programs, the General Government Department pays for 40% of the printing and mailing of this newsletter. The printing expense is allocated in this account while the postage is accounted for in the postage line item 01-01-6-601.

**01-01-5-537 Printing Services** **\$ 5,000**

FY17/18 Actual:	\$ 6,133	FY18/19 Actual:	\$ 6,093
FY19/20 Budget:	\$ 5,000	FY19/20 Projected:	\$ 5,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This account provides funding for the codification and printing of amendments to the City Code resulting from City Council action. Expenses are dependent on the number of new or amended ordinances approved each year.

**01-01-5-538 Publishing Services** **\$ 3,000**

FY17/18 Actual:	\$ 7,475	FY18/19 Actual:	\$ 2,685
FY19/20 Budget:	\$ 3,000	FY19/20 Projected:	\$ 3,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This account is used exclusively to pay for the publishing of mandatory legal notices, minutes, bids, RFPs and election notices etc. as required by state and local laws. Unbudgeted costs were incurred in FY17/18 to publish information concerning the City’s campaign involving the service level changes at the local hospital.

**01-01-5-552 Service to Maintain Equipment** **\$ 1,500**

FY17/18 Actual:	\$ 2,000	FY18/19 Actual:	\$ 1,040
FY19/20 Budget:	\$ 1,500	FY19/20 Projected:	\$ 1,400
Budget to Proposed	0.0%	Projected to Proposed	7.1% <span style="color: red;">△</span>

Unscheduled repair and maintenance of the Department’s computers, printers, scanner and fax machine that are not subject to a warranty or maintenance contract are accounted for in this line item. This account currently funds the City Manager’s Office copier/scanner maintenance costs.

**01-01-5-558 Marketing Efforts** **\$ 220,000**

FY17/18 Actual:	\$ 200,000	FY18/19 Actual:	\$ 200,000
FY19/20 Budget:	\$ 220,000	FY19/20 Projected:	\$ 220,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

At the direction of City Council, this line item was created in FY14/15 to monitor the costs for the development of an enhanced marketing program for the City. Funding proposed in FY20/21 continues the City’s support for the approved marketing campaign.

**01-01-5-559 Enterprise Zone \$ 30,000**

FY17/18 Actual:	\$ 30,000	FY18/19 Actual:	\$ 24,000
FY19/20 Budget:	\$ 30,000	FY19/20 Projected:	\$ 24,000
Budget to Proposed	0.0%	Projected to Proposed	25.0% <span style="color: red;">△</span>

With the approval of an Enterprise Zone in FY15/16 by the State of IL, the City Council authorized funding to pay for associated costs required to implement the Enterprise Zone and begin marketing efforts. Based on the Intergovernmental Agreement between Harvard, McHenry County and Woodstock, both of the municipalities are responsible for the costs to operate the Enterprise Zone. Due to increased revenues received by the Enterprise Zone, the municipal contributions were temporarily lowered for FY18/19 and FY19/20. The City of Marengo will be joining the Enterprise Zone in FY20/21 and will be contributing to the costs for the Enterprise Zone management. Final costs have not been determined for FY20/21, but are not expected to exceed \$30,000.

**01-01-5-562 Legislative Advocate \$ 60,000**

FY17/18 Actual:	\$ 60,000	FY18/19 Actual:	\$ 60,000
FY19/20 Budget:	\$ 60,000	FY19/20 Projected:	\$ 60,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item includes the costs for a Legislative Advocate who assists the City with its priorities involving the State of Illinois, including securing funding for the expansion of Route 47 and other issues such as possible reductions to the Local Government Distributive Fund (LGDF), which represents an allocation of a portion of State income taxes forwarded to local governments to support local services.

**01-01-5-563 Countywide Homeless Shelter Support \$ 10,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 10,000	FY19/20 Projected:	\$ 10,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

The FY19/20 Budget included funding to support a Countywide Homeless Shelter. Similar contributions are being requested from other communities in McHenry County to offset costs for operations. A similar level of funding is proposed in FY20/21 to assist in the operation of a new expanded homeless shelter in McHenry.

**01-01-6-601 Postage \$ 3,600**

FY17/18 Actual:	\$ 3,661	FY18/19 Actual:	\$ 3,570
FY19/20 Budget:	\$ 3,200	FY19/20 Projected:	\$ 3,600
Budget to Proposed	12.5% <span style="color: red;">△</span>	Projected to Proposed	0.0%

The Finance Department maintains a postage meter that records each Department's actual postage expenses, which are subsequently charged to the respective departments. Also, 40% of the City Scene newsletter mailing expense is accounted for in this line item. In FY17/18, Staff changed the liquor license renewal process to utilize email versus certified mail to send notices, which saved \$500 within this line item.

**01-01-6-606 Supplies** **\$ 2,000**

FY17/18 Actual:	\$ 1,340	FY18/19 Actual:	\$ 1,646
FY19/20 Budget:	\$ 2,000	FY19/20 Projected:	\$ 2,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

The General Government Department is charged on a percentage basis by the Finance Department for paper, copier and other supplies. The supply expenses for the Mayor's Office and the City Clerk are also included in this line item.

**01-01-7-720 Equipment** **\$ 4,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 380
FY19/20 Budget:	\$ 500	FY19/20 Projected:	\$ 0
Budget to Proposed	700.0% $\Delta$	Projected to Proposed	N/A

Equipment purchases for the General Government Department are funded utilizing this account. Funding is requested in FY20/21 to provide for the equipment/office furniture needs for a new position.



THE CITY OF  
**WOODSTOCK**  
*Illinois*

Annual Budget  
FY20/21

**City Hall**

## City Hall

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The City Hall Budget accounts for expenditures for property and building maintenance and operation for City Hall, the commuter station and other rental properties (e.g., parking lots). The overall mission is to ensure that City Hall and other properties are visually pleasing for the community and visitors, functional for City employees, properly maintained and continue to be an asset for the taxpayers.

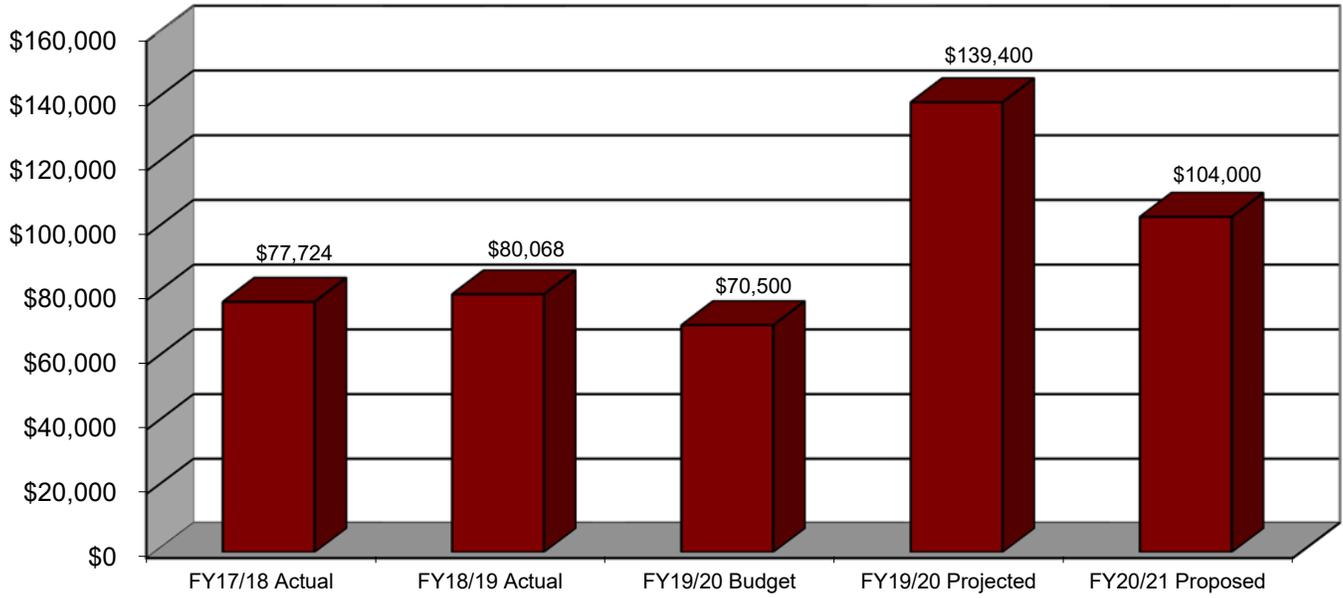
### **FY19/20 Accomplishments**

- Staff coordinated annual fire extinguisher inspections.
- Staff coordinated annual elevator inspections and repairs.
- Two furnaces supplying heating and air conditioning to the Mayor and City Manager's office were replaced.
- Employed competent contractors to complete all work that was beyond the capabilities of City staff.
- Minor maintenance tasks (e.g., changing of light bulbs, pulling new wire, clean up, organization, etc.) were completed by City staff.
- A Facility Foreman was hired to oversee internal staff and outside contractors performing services within City Hall.
- Prepared the former Kishwaukee Valley Medical Clinic (donated to the City by Centegra) for lease by the Pioneer Center.

### **FY20/21 Goals and Objectives**

- Respond to City Hall requests for maintenance services in a timely manner.
- Centralize maintenance service agreements across City-owned facilities to the maximum extent possible.
- Inspect, evaluate, and complete all necessary facility, landscape, and parking lot maintenance at City Hall.
- Oversee rental property repairs in accordance with the terms of the lease agreements.
- Oversee the Metra-funded improvements at the existing train station.
- Plan and manage the construction of a Metra-funded warming shelter on the inbound side of the train line.
- Confirm that janitorial contracts are managed in a fashion which reflects a positive image on the City as a whole.

## BUDGET COMPARISON



**General Corporate Fund - City Hall**

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
<b>CONTRACTUAL SERVICES</b>						
01-02-5-550	Service To Maintain Building	\$ 29,142	\$ 24,792	\$ 30,000	\$ 26,000	\$ 30,000
01-02-5-551	Service To Maintain Old Courthouse	-	-	-	6,000	10,000
01-02-5-552	Service To Maintain Equipment	12,056	22,156	10,000	40,000	20,000
01-02-5-599	Property Taxes	-	-	-	9,900	10,000
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 41,198</b>	<b>\$ 46,948</b>	<b>\$ 40,000</b>	<b>\$ 81,900</b>	<b>\$ 70,000</b>
<b>COMMODITIES</b>						
01-02-6-603	Fuel - Heating	\$ -	\$ 622	\$ -	\$ 900	\$ -
01-02-6-606	Supplies	692	1,444	1,200	1,200	1,200
01-02-6-613	Water And Sewer	2,025	1,282	2,000	2,600	2,000
01-02-6-620	Material To Maintain Building	1,980	972	1,500	3,000	2,000
01-02-6-621	Material To Maintain Equipment	-	223	300	300	300
01-02-6-622	Material To Maintain Old Courthouse	-	-	-	1,000	3,000
	<b>TOTAL COMMODITIES</b>	<b>\$ 4,697</b>	<b>\$ 4,543</b>	<b>\$ 5,000</b>	<b>\$ 9,000</b>	<b>\$ 8,500</b>
<b>CAPITAL OUTLAY</b>						
01-02-7-701	Building	\$ 8,525	\$ -	\$ 4,000	\$ 5,000	\$ 4,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 8,525</b>	<b>\$ -</b>	<b>\$ 4,000</b>	<b>\$ 5,000</b>	<b>\$ 4,000</b>
<b>OTHER EXPENSES</b>						
01-02-8-803	Rental Property Expenditures	\$ 18,372	\$ 19,755	\$ 18,000	\$ 40,000	\$ 18,000
01-02-8-804	Rental Property Repairs	4,932	8,822	3,500	3,500	3,500
	<b>TOTAL OTHER EXPENSES</b>	<b>\$ 23,304</b>	<b>\$ 28,577</b>	<b>\$ 21,500</b>	<b>\$ 43,500</b>	<b>\$ 21,500</b>
	<b>TOTAL CITY HALL</b>	<b>\$ 77,724</b>	<b>\$ 80,068</b>	<b>\$ 70,500</b>	<b>\$ 139,400</b>	<b>\$ 104,000</b>

**City Hall Line Item Descriptions**

<b>01-02-5-550</b>	<b>Service To Maintain Building</b>	<b>\$ 30,000</b>
FY17/18 Actual:	\$ 29,142	FY18/19 Actual: \$ 24,792
FY19/20 Budget:	\$ 30,000	FY19/20 Projected: \$ 26,000
Budget to Proposed	0.0%	Projected to Proposed <b>15.4%△</b>

This line item represents services related to the upkeep and maintenance of City Hall. Janitorial service, painting, fire extinguisher service, phone service, garage door repairs, etc. are paid from this line item. In FY20/21 the daily janitorial services will be administered in addition to an increased focus on carpet cleaning throughout the building.



**01-02-5-551 Service to Maintain Old Courthouse \$ 10,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 6,000
Budget to Proposed	N/A	Projected to Proposed	66.7% <span style="color: red;">△</span>

Cost of services related to repairing the Old Courthouse building are recorded here. Rent received from tenants in the Old Courthouse fund these repairs.

**01-02-5-552 Service to Maintain Equipment \$ 20,000**

FY17/18 Actual:	\$ 12,056	FY18/19 Actual:	\$ 22,156
FY19/20 Budget:	\$ 10,000	FY19/20 Projected:	\$ 40,000
Budget to Proposed	100.0% <span style="color: red;">△</span>	Projected to Proposed	-50.0% <span style="color: green;">▽</span>

The cost of repairs through contracted and non-contractual services to the boiler, multiple furnaces, air conditioners, electrical systems, and plumbing fixtures at City Hall are charged to this line item. Additionally, this account includes the funding for the annual maintenance for the City Hall elevator and fire alarm panel. In FY19/20, two furnaces on the 2<sup>nd</sup> floor at City Hall had to be replaced. Other charges associated with boiler repair, generator maintenance, and elevator maintenance resulted in this line item being significantly over budget.



**01-02-5-599 Property Taxes \$ 10,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 9,900
Budget to Proposed	N/A	Projected to Proposed	1.0% <span style="color: red;">△</span>

City buildings are exempt from Property Taxes unless they are rented out to businesses. One such building is parts of the Old Courthouse. As such, the City is responsible to pay property taxes on the portion of the building that is rented out. The rent received pays for the property taxes paid.

**01-02-6-603 Fuel – Heating \$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 622
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 900
Budget to Proposed	N/A	Projected to Proposed	-100.0% <span style="color: green;">▽</span>

Based on the franchise agreement with NICOR, the City is allotted a number of thermal units (i.e., therms) based on the certified population. The City is billed for any usage that goes over the allotted therms in a calendar year. This account is designated to cover that expense for City Hall. City Hall exceeded its allotted number of therms in January and February of calendar year 2019 resulting in natural gas bills accruing in FY19/20.



**01-02-6-606 Supplies \$ 1,200**

FY17/18 Actual:	\$ 692	FY18/19 Actual:	\$ 1,444
FY19/20 Budget:	\$ 1,200	FY19/20 Projected:	\$ 1,200
Budget to Proposed	0.0%	Projected to Proposed	0.0%



This line item provides funding for supplies used at City Hall including paper towels, tissue, garbage bags, and light bulbs. City Hall continues to work with other departments to coordinate the ordering of supplies to achieve lower costs. The proposed FY19/20 budget reflects anticipated cost reductions through consistency of material purchased throughout the City and a consolidation of product types resulting in better unit pricing. The custodial contractors provide their own cleaning supplies. The City did change to a vendor who services all public facilities here in Woodstock to benefit from bulk sale prices.

**01-02-6-613 Water And Sewer \$ 2,000**

FY17/18 Actual:	\$ 2,025	FY18/19 Actual:	\$ 1,282
FY19/20 Budget:	\$ 2,000	FY19/20 Projected:	\$ 2,600
Budget to Proposed	0.0%	Projected to Proposed	-23.1% ▽



Funds in this account represent charges for water/sewer services for City Hall, the old firehouse on South Street and the Old Courthouse (beginning in FY19/20). Water use for these combined facilities exceeded the budgeted amount and the FY20/21 requested amount reflects this new total.

**01-02-6-620 Material to Maintain Building \$ 2,000**

FY17/18 Actual:	\$ 1,980	FY18/19 Actual:	\$ 972
FY19/20 Budget:	\$ 1,500	FY19/20 Projected:	\$ 3,000
Budget to Proposed	33.3% ▲	Projected to Proposed	-33.3% ▽

This line item is for the purchase of materials for building maintenance work completed by City employees. Minor building repair and/or improvement projects require such things as paint, drywall, plaster, and other building materials. The addition of the Facility Foreman has resulted in more repairs and materials purchased.



**01-02-6-621 Material to Maintain Equipment \$ 300**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 223
FY19/20 Budget:	\$ 300	FY19/20 Projected:	\$ 300
Budget to Proposed	0.0%	Projected to Proposed	0.0%

Typical costs associated with this account include electrical ballasts and other miscellaneous parts for the repair and replacement of equipment by City employees. Since awarding a maintenance contract, the City no longer has to pay for materials like furnace filters and other basic maintenance items for mechanical equipment.



**01-02-6-622 Material to Maintain Old Courthouse \$ 3,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 1,000
Budget to Proposed	N/A	Projected to Proposed	200.0% <span style="color: red;">△</span>

Cost of material related to repairs to the Old Courthouse building are recorded here. Rent received from tenants in the Old Courthouse fund these materials.

**01-02-7-701 Building \$ 4,000**

FY17/18 Actual:	\$ 8,525	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 4,000	FY19/20 Projected:	\$ 5,000
Budget to Proposed	0.0%	Projected to Proposed	-20.0% <span style="color: green;">▽</span>



While major building improvements are included in the CIP, this account is the primary source of funds to continue improvements necessary to accommodate the public and employees. Funds in FY17/18 were used to reconfigure office space to facilitate changes to departmental offices. In FY19/20, funds exceeded the budget amount mainly as the result of the replacement of the bathroom floor in the basement at City Hall.

**01-02-8-803 Rental Property Expenditures \$ 18,000**

FY17/18 Actual:	\$ 18,372	FY18/19 Actual:	\$ 19,755
FY19/20 Budget:	\$ 18,000	FY19/20 Projected:	\$ 40,000
Budget to Proposed		Projected to Proposed	-55.0% <span style="color: green;">▽</span>



This account includes funding for the annual rental of the Challenger Learning Center parking lot for which the City entered into a ten-year lease agreement, set to expire in January of 2022. In addition, the City is responsible, based on its agreement with Union Pacific, for any property taxes related to the commuter station.

In 2018, the City accepted the former Kishwaukee Valley Medical Clinic as a donation from Centegra. In FY19/20 this line item paid for the installation of an ADA ramp, some electrical and HVAC repairs, well pump repairs and materials for soffit and fascia improvements in order to prepare the facility for lease to the Pioneer Center. Now that this building is leased, some expenses will be paid by the tenant.

<b>01-02-8-804 Rental Property Repairs</b>		<b>\$ 3,500</b>	
FY17/18 Actual:	\$ 4,932	FY18/19 Actual:	\$ 8,822
FY19/20 Budget:	\$ 3,500	FY19/20 Projected:	\$ 3,500
Budget to Proposed	0.0%	Projected to Proposed	0.0%



This account was created to separately record, monitor, and track maintenance and repair expenses for City-owned/leased properties, excluding City Hall. These include the commuter station, and the various parking lots either owned or maintained by the City, as well as other public spaces. In addition to scheduled and unscheduled maintenance, these funds are necessary to repair facilities damaged through vandalism.

Based on the City's current commuter station lease agreement, Union Pacific is responsible for all repairs that exceed \$1,500. Therefore, this account only reflects repairs anticipated for the commuter station that fall below this threshold.





Annual Budget  
FY20/21

# Finance

## Finance Department

The Finance Department is responsible for the administration of the fiscal operations of the City. These responsibilities include recording and reporting of all financial transactions, billing and collecting all monies due to the City, making payments to employees and vendors, preparation and collection of water and sewer bills, management and investment of City funds, debt management, preparing the comprehensive annual financial report, and assisting in the preparation of the annual operating budget. The Finance Department also assists in the accounting functions, which includes the payment to beneficiaries of the Police Pension Plan and completion of the Department of Insurance Report.



### FINANCE DEPARTMENT – ORGANIZATIONAL CHART



### FINANCE DEPARTMENT – PERSONNEL SUMMARY

AUTHORIZED POSITION/TITLE	17/18	18/19	19/20	20/21	+(-)
Finance Director	1	1	1	1	0
Senior Accountant	1	1	1	1	0
Accountant	1	1	2	2	0
Utility Billing Coordinator	1	1	1	1	0
Office Assistant	1	1	1	1	0
Finance Office Intern/Clerk (LPT)	1	0.5	0	0	0
<b>TOTAL FULL TIME</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>0</b>
<b>TOTAL LPT (FTE)</b>	<b>1</b>	<b>0.5</b>	<b>0</b>	<b>0</b>	<b>0</b>

**FY19/20 Accomplishments**

- Continue the meter change out program. Radio transmitters are being attached to new meters, which will allow for faster and more accurate readings. This will ultimately save the City money and should improve the water-billed versus water-pumped ratio.
- Implemented online local tax filing system.
- Updated City Code as it relates to purchases and payments.
- Took over the duties of paying the Police Pension bills and annuitants, which along with changing the financial advisor, saved the Police Pension Fund in excess of \$200,000 a year in fees.

**FY20/21 Goals and Objectives**

- Continue the meter change out program.
- Continue implementation of online forms for residents and businesses.
- Implement ACH vendor payments.

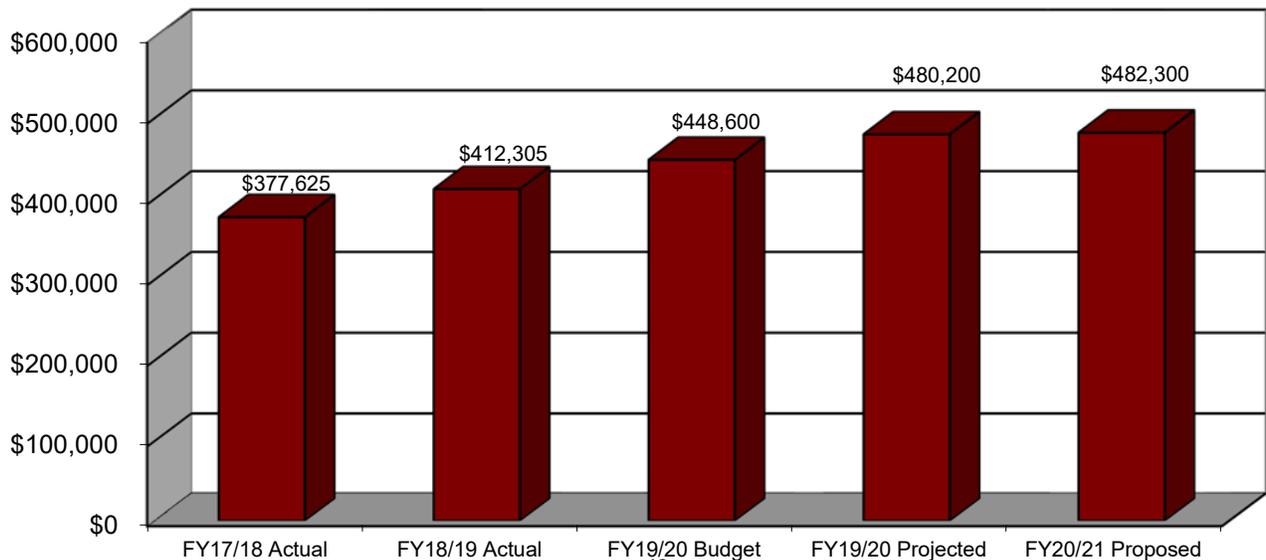
**Performance Measures**

Item	Goal	Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Estimated
Utility Customers Receiving Ebills	Increase Percentage of Ebills Received		28%	37%	42%
Utility Customers Receiving ONLY Ebills	Increase Percentage of Customer's receiving only Ebills		10%	14%	16%
Utility Payments Paid Electronically	Increase Percentage of Bills Paid Electronically		39%	44%	45%
Water Meters Read Electronically	Increase Percentage of Meters Read Electronically		91%	93%	96%
Investment Rate Above 13-Week U.S. Treasury Bill (Benchmark)	Maximize Investment Returns above US T-Bill (Benchmark)	13 Week U.S. T-Bill	1.37%	2.36%	1.52%
		City Investment Return	1.50%	2.12%	2.00%
		Rate Above T-Bill	0.13%	-0.24%	0.48%
S&P Bond Rating	Maintain or Increase City Bond Rating		AA	AA	AA

**General Corporate Fund - Finance Department**

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
<b>SALARIES</b>						
01-03-3-402	Finance Director	\$ 120,828	\$ 125,704	\$ 130,800	\$ 132,000	\$ 138,000
01-03-3-407	Accounting/Office Personnel	199,140	228,711	259,500	289,300	273,100
01-03-3-431	Part-Time Assistant	10,170	6,885	-	-	-
01-03-3-445	Overtime	85	-	-	100	200
01-03-3-451	Sick Leave Conversion	1,607	2,156	2,400	1,700	1,800
	<b>TOTAL SALARIES</b>	<b>\$ 331,830</b>	<b>\$ 363,456</b>	<b>\$ 392,700</b>	<b>\$ 423,100</b>	<b>\$ 413,100</b>
<b>PERSONAL SERVICES</b>						
01-03-4-452	Travel & Training	\$ 1,504	\$ 2,950	\$ 2,600	\$ 2,900	\$ 3,500
01-03-4-454	Dues & Subscriptions	620	747	1,200	1,000	1,100
	<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 2,124</b>	<b>\$ 3,697</b>	<b>\$ 3,800</b>	<b>\$ 3,900</b>	<b>\$ 4,600</b>
<b>CONTRACTUAL SERVICES</b>						
01-03-5-501	Communications	\$ 2,042	\$ 1,667	\$ 1,800	\$ 1,800	\$ 1,800
01-03-5-502	Legal Expenses	5,532	4,375	3,000	6,500	5,500
01-03-5-510	Popular Annual Financial Report (PAFR)	6,547	5,992	6,500	6,900	7,000
01-03-5-537	Printing Services	1,678	1,214	1,300	1,000	1,800
01-03-5-552	Service to Maintain Equipment	21,284	25,213	31,300	29,200	39,200
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 37,083</b>	<b>\$ 38,461</b>	<b>\$ 43,900</b>	<b>\$ 45,400</b>	<b>\$ 55,300</b>
<b>COMMODITIES</b>						
01-03-6-601	Postage	\$ 4,614	\$ 3,703	\$ 4,900	\$ 4,300	\$ 4,300
01-03-6-606	Supplies	1,710	2,649	2,300	2,300	2,300
	<b>TOTAL COMMODITIES</b>	<b>\$ 6,324</b>	<b>\$ 6,352</b>	<b>\$ 7,200</b>	<b>\$ 6,600</b>	<b>\$ 6,600</b>
<b>CAPITAL OUTLAY</b>						
01-03-7-720	Equipment	\$ 264	\$ 339	\$ 1,000	\$ 1,200	\$ 2,700
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 264</b>	<b>\$ 339</b>	<b>\$ 1,000</b>	<b>\$ 1,200</b>	<b>\$ 2,700</b>
	<b>TOTAL FINANCE DEPARTMENT</b>	<b>\$ 377,625</b>	<b>\$ 412,305</b>	<b>\$ 448,600</b>	<b>\$ 480,200</b>	<b>\$ 482,300</b>

**BUDGET COMPARISON**



## Finance Department Line Item Descriptions

### 01-03-3-402 Finance Director \$ 138,000

FY17/18 Actual:	\$ 120,828	FY18/19 Actual:	\$ 125,704
FY19/20 Budget:	\$ 130,800	FY19/20 Projected:	\$ 132,000
Budget to Proposed	5.5% <span style="color: red;">△</span>	Projected to Proposed	4.5% <span style="color: red;">△</span>

This line item is the salary for the Finance Director; the Department Director who is responsible for all functions of the Finance Department and finance and accounting functions across the City. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates any "bring to minimum" pay increases as well as an opportunity for a merit pay increase based on the City's approved merit program.

### 01-03-3-407 Accounting/Office Personnel \$ 273,100

FY17/18 Actual:	\$ 199,140	FY18/19 Actual:	\$ 228,711
FY19/20 Budget:	\$ 259,500	FY19/20 Projected:	\$ 289,300
Budget to Proposed	5.2% <span style="color: red;">△</span>	Projected to Proposed	-5.6% <span style="color: green;">▽</span>

This line item includes the salaries for the Department's five (5) full-time accounting personnel:

- Senior Accountant
- Utility Billing Coordinator
- Two (2) Accountants
- Office Assistant

This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates any "bring to minimum" pay increases as well as an opportunity for a merit pay increase based on the City's approved merit program. During FY18/19, the intern position was eliminated and substituted with an additional Staff Accountant position.

### 01-03-3-431 Part-Time Assistant \$ 0

FY17/18 Actual:	\$ 10,170	FY18/19 Actual:	\$ 6,885
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This budget amount represents the payroll costs for the Finance Department's limited-part-time Office Assistant. In FY18/19 the one remaining Office Clerk/Intern position was transitioned into a full-time Staff Accountant position.

### 01-03-3-445 Overtime \$ 200

FY17/18 Actual:	\$ 85	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 100
Budget to Proposed	N/A	Projected to Proposed	100.0% <span style="color: red;">△</span>

This line item accounts for the overtime needed in the Finance Department. Since Finance Department employees generally prefer comp time instead of overtime, a minimal amount of funding is proposed for this line item in the upcoming fiscal year.

**01-03-3-451 Sick Leave Conversion****\$ 1,800**

FY17/18 Actual:	\$ 1,607	FY18/19 Actual:	\$ 2,156
FY19/20 Budget:	\$ 2,400	FY19/20 Projected:	\$ 1,700
Budget to Proposed	-25.0% ▽	Projected to Proposed	5.9% △



This line item accounts for the sick leave conversion benefits for Finance Department employees. The sick leave conversion program provides for the accumulation of a maximum of 800 hours (100 days) of sick leave with any amount over this paid at 50%, but first applied to the employee's health insurance contributions.

**01-03-4-452 Travel & Training****\$ 3,500**

FY17/18 Actual:	\$ 1,504	FY18/19 Actual:	\$ 2,950
FY19/20 Budget:	\$ 2,600	FY19/20 Projected:	\$ 2,900
Budget to Proposed	34.6% △	Projected to Proposed	20.7% △

Funds are included to allow for IGFOA training and other similar programs for department personnel to attend training programs within their respective areas of responsibility.

**01-03-4-454 Dues & Subscriptions****\$ 1,100**

FY17/18 Actual:	\$ 620	FY18/19 Actual:	\$ 747
FY19/20 Budget:	\$ 1,200	FY19/20 Projected:	\$ 1,000
Budget to Proposed	-8.3% ▽	Projected to Proposed	10.0% △

This line item is for the City's and the Finance Director's membership in the Illinois CPA Society (\$300), Government Finance Officers Association (GFOA) (\$300), the Illinois Government Finance Officers Association (IGFOA) (\$250), International City/County Management Association (ICMA) (\$200), and notary-related costs.

**01-03-5-501 Communications****\$ 1,800**

FY17/18 Actual:	\$ 2,042	FY18/19 Actual:	\$ 1,667
FY19/20 Budget:	\$ 1,800	FY19/20 Projected:	\$ 1,800
Budget to Proposed	0.0%	Projected to Proposed	0.0%



This account provides for the monthly phone charges for the Finance Department as well as the Finance Director's monthly cellphone charges.

**01-03-5-502 Legal Expenses**

**\$ 5,500**

FY17/18 Actual:	\$ 5,532	FY18/19 Actual:	\$ 4,375
FY19/20 Budget:	\$ 3,000	FY19/20 Projected:	\$ 6,500
Budget to Proposed	<b>83.3% <span style="color: red;">△</span></b>	Projected to Proposed	<b>-15.4% <span style="color: green;">▽</span></b>



This line item represents legal charges directly incurred on behalf of the Finance Department. These expenses typically pertain to questions on water/sewer collection issues, the property tax levy and the budget process. An increase in cost occurred in FY19/20 with the implementation of a single use bag ordinance and local motor fuel tax along with other changes to City Ordinances that pertain to the Finance Department. The Finance Department is also responsible for paying all of the legal fees related to the City's electric aggregation program.

**01-03-5-510 Popular Annual Financial Report (PAFR)**

**\$ 7,000**

FY17/18 Actual:	\$ 6,547	FY18/19 Actual:	\$ 5,992
FY19/20 Budget:	\$ 6,500	FY19/20 Projected:	\$ 6,900
Budget to Proposed	<b>7.7% <span style="color: red;">△</span></b>	Projected to Proposed	<b>1.4% <span style="color: red;">△</span></b>



A Popular Annual Financial Report (PAFR) is completed each year to help residents understand the City's finances. This report is distributed to the public through a newspaper insert and is posted on the City's website. Starting in FY14/15, and each year thereafter, the City has received the GFOA's PAFR Award.

**01-03-5-537 Printing Services**

**\$ 1,800**

FY17/18 Actual:	\$ 1,678	FY18/19 Actual:	\$ 1,214
FY19/20 Budget:	\$ 1,300	FY19/20 Projected:	\$ 1,000
Budget to Proposed	<b>38.5% <span style="color: red;">△</span></b>	Projected to Proposed	<b>80.0% <span style="color: red;">△</span></b>

This account provides for the required legal notices (e.g., the "Black Box" property tax notice and the Treasurer's Report) provided for by State Statute. This line item also includes forms and checks needed to process accounts payable and payroll.

**01-03-5-552 Service to Maintain Equipment**

**\$ 39,200**

FY17/18 Actual:	\$ 21,284	FY18/19 Actual:	\$ 25,213
FY19/20 Budget:	\$ 31,300	FY19/20 Projected:::	\$ 29,200
Budget to Proposed	<b>25.2% <span style="color: red;">△</span></b>	Projected to Proposed	<b>34.2% <span style="color: red;">△</span></b>

The Service to Maintain Equipment account provides for lease and maintenance of the Accounting/HR computer system, telephone system, postage meter and copier. Costs for FY18/19 and FY19/20 have increased due to the implementation of a new document management and online software that will allow the City to operate more efficiently.

**01-03-6-601 Postage \$ 4,300**

FY17/18 Actual:	\$ 4,614	FY18/19 Actual:	\$ 3,703
FY19/20 Budget:	\$ 4,900	FY19/20 Projected:	\$ 4,300
Budget to Proposed	-12.2% ▽	Projected to Proposed	0.0%



This line item represents the Finance Department’s postage for accounts payable, accounts receivable and payroll along with other items.

**01-03-6-606 Supplies \$ 2,300**

FY17/18 Actual:	\$ 1,710	FY18/19 Actual:	\$ 2,649
FY19/20 Budget:	\$ 2,300	FY19/20 Projected:	\$ 2,300
Budget to Proposed	0.0%	Projected to Proposed	0.0%



The Supplies account is used to fund items ordered and used by the Finance Department on a daily basis. Generally, supplies allow the Department to provide budget reports, process accounts payable/receivables, perform water & sewer billing, and process payroll. Paper is also purchased through a cooperative with School District #200.

**01-03-7-720 Equipment \$ 2,700**

FY17/18 Actual:	\$ 264	FY18/19 Actual:	\$ 339
FY19/20 Budget:	\$ 1,000	FY19/20 Projected:	\$ 1,200
Budget to Proposed	170.0% △	Projected to Proposed	125.0% △

This line is for miscellaneous hardware or equipment that may be needed for improvements in the Finance Department. FY20/21 includes funding to purchase the Civic module, which allows ACH payments for accounts payables.



THE CITY OF  
**WOODSTOCK**  
*Illinois*

Annual Budget  
FY20/21

# Human Resources

## Human Resources Department

The Human Resources Department is charged with one of the most important responsibilities in the City, the procurement, management, engagement, motivation, support, development and enhancement of the City’s most valuable resource – our employees. Without this valuable asset, the City would be unable to deliver the multitude of services that is expected by Woodstock residents and visitors. In addition, the Human Resources Department plays a key role in emphasizing to the City’s workforce the importance of providing “excellence” in all customer service interactions.



All of these important responsibilities are met through a variety of Human Resources functions including, but not limited to: employee attraction, recruitment, hiring, placement and succession planning; employee training and development; career planning and employee counseling; risk, workers compensation and liability management; labor and employee relations; administration and interpretation of the City’s Employee Handbook and two (2) Collective Bargaining Agreements; department support, counseling and intervention; wage classification oversight, monitoring and review; job analysis, job description development and maintenance; performance evaluation process review; employee benefits administration and cost containment; and Federal and State compliance and associated reporting.

### HUMAN RESOURCES DEPARTMENT – ORGANIZATIONAL CHART



<b>HUMAN RESOURCES DEPARTMENT – PERSONNEL SUMMARY</b>					
<b>AUTHORIZED POSITION/TITLE</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>	<b>+(-)</b>
Human Resources Director	1	1	1	1	0
Human Resources Coordinator	1	1	1	1	0
HR Office Assistant – LPT	0.5	0	0.5	0.5	0
<b>TOTAL FULL TIME</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>
<b>TOTAL LPT (FTE)</b>	<b>0.5</b>	<b>0</b>	<b>0.5</b>	<b>0.5</b>	<b>0</b>

### FY19/20 Accomplishments

- The City of Woodstock was once again voted “Top Municipality to Work for in McHenry County” for 2019 as part of the *Northwest Herald* Top Workplaces Readers’ Choice 2019 Awards.
- Assisted McGrath Consulting Group to complete and implement the Classification and Compensation Study with an implementation date of October 27, 2019. A new non-represented salary structure with new pay grade ranges and new job titles was implemented mid-fiscal year following evaluation of all City positions using a factor-grading system, market data, internal and external equity considerations and compression analysis. This entire process will take 1-2 years and will now transition to formulation and/or updating of job descriptions for 103+ different City positions and an assessment of the City’s performance evaluation process.
- The IUOE Local 150 Public Works collective bargaining agreement expired as of April 30, 2018 and the City has remained in negotiations since January 2018 with Local 150 to achieve a successor agreement.
- The FOP Patrol collective bargaining agreement will expire as of April 30, 2020. This contract was negotiated via several informal meetings with FOP bargaining team members, City Manager Roscoe Stelford and Deputy Chief Jeff Parsons. With this approach, the City’s Lead Negotiator, HR Director Schober, Chief of Police John Lieb and FOP representative Kevin Krug, were not involved in this process until the very end when final language was determined.
- Attracted, recruited for, received applications from, interviewed, and subsequently hired and on-boarded new employees to fill 23 different LPT, PT or FT year-round positions (with some positions filled multiple times) and over 100 Seasonal employees. The recruiting process included several very high profile roles such as the Public Works Director, the City Engineer, Building Inspector, Codes Inspector, and Fleet Mechanics.
- Continued to heavily partner with Public Works Director Jeff Van Landuyt to successfully recruit for open positions and address several labor relations issues, including an Illinois Department of Labor OSHA Inspection. This fiscal year was particularly heavy with labor and employee relations issues based on the protracted negotiations.
- HR Coordinator Jill May partnered with Police Chief John Lieb to conduct the biennial testing process to formulate an eligibility list for the hiring of patrol officers effective November 2020. During FY19/20, a secondary eligibility was formulated as we exhausted the eligibility list effective November of 2018.
- HR Director Schober continued to aggressively monitor health insurance expenses as Plan Administrator and partnered with Hub International, the City’s broker, to change pharmacy providers from Optum Rx to Express Scripts, Inc. providing anticipated savings and increased rebates of at least \$218,000 per year. Additionally, HR Director Schober convened the Health Insurance Committee to obtain employee input on transitioning from a 2-tier plan (Single or Family) to a 4-tier plan (Employee, Employee + spouse, Employee + child(ren), and Family) for employee contributions. As the employee input came back as 50% change and 50% status quo, the City Administration decided to convert to a 4-tier structure during a year of 0% premium increase, over a 2-year period thus lessening the financial impact on those employees on the Family tier.

**FY19/20 Accomplishments (Continued)**

- Continued to demonstrate aggressive control over workers' compensation expenses with another incredibly low cost year, with minimal cost per claim and total incurred numbers. The five fiscal year summary of workers compensation expenses and occurrences has been provided below:

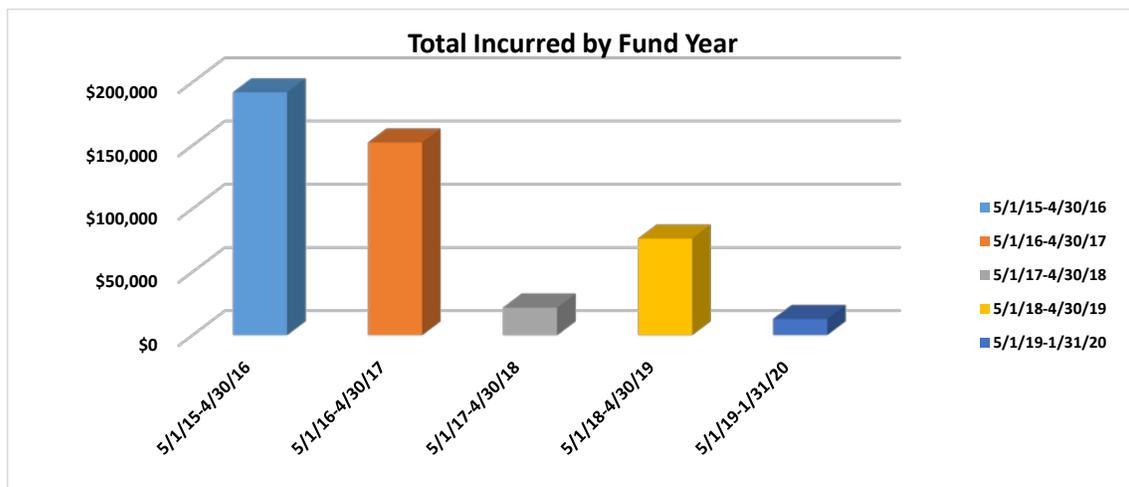


**5 Year Workers Compensation Summary**  
as of 1/31/20



**Total Incurred by Fund Year and DOL**

Year	Paid	Out Reserve	Recovered	Total Incurred	Lost time Claims	Claim Count	Average Cost per Claim
5/1/15-4/30/16	\$192,004.58	\$0.00	\$0.00	\$192,004.58	4	9	\$21,333.84
5/1/16-4/30/17	\$152,307.51	\$0.00	\$0.00	\$152,307.51	3	9	\$16,923.06
5/1/17-4/30/18	\$21,674.77	\$0.00	\$0.00	\$21,674.77	2	9	\$2,408.31
5/1/18-4/30/19	\$76,321.19	\$0.00	\$0.00	\$76,321.19	2	8	\$9,540.15
5/1/19-1/31/20	\$11,017.19	\$1,760.60	\$0.00	\$12,777.79	0	6	\$2,129.63
<b>Totals:</b>	<b>\$453,325.24</b>	<b>\$1,760.60</b>	<b>\$0.00</b>	<b>\$455,085.84</b>	<b>11</b>	<b>41</b>	<b>\$10,467.00</b>



**FY20/21 Goals and Objectives**

- Successfully bring the Job Description and Performance Evaluation parts of the Classification and Compensation study to conclusion, implementing all changes approved by the City.
- Partner with Finance to implement the Laserfiche project. Ensure that the legal aspects of electronic signatures of employees are addressed with an appropriate guideline and/or policy for such. In an effort to minimize paperwork, research and successfully implement the Applicant Tracking module within the HR/Payroll system.
- Update the City of Woodstock's Employee Handbook including appropriate revisions to expense reimbursements, harassment prevention, and drug and alcohol testing policies consistent with new state laws, as well as establish a Bring Your Own Device (BYOD) Policy.



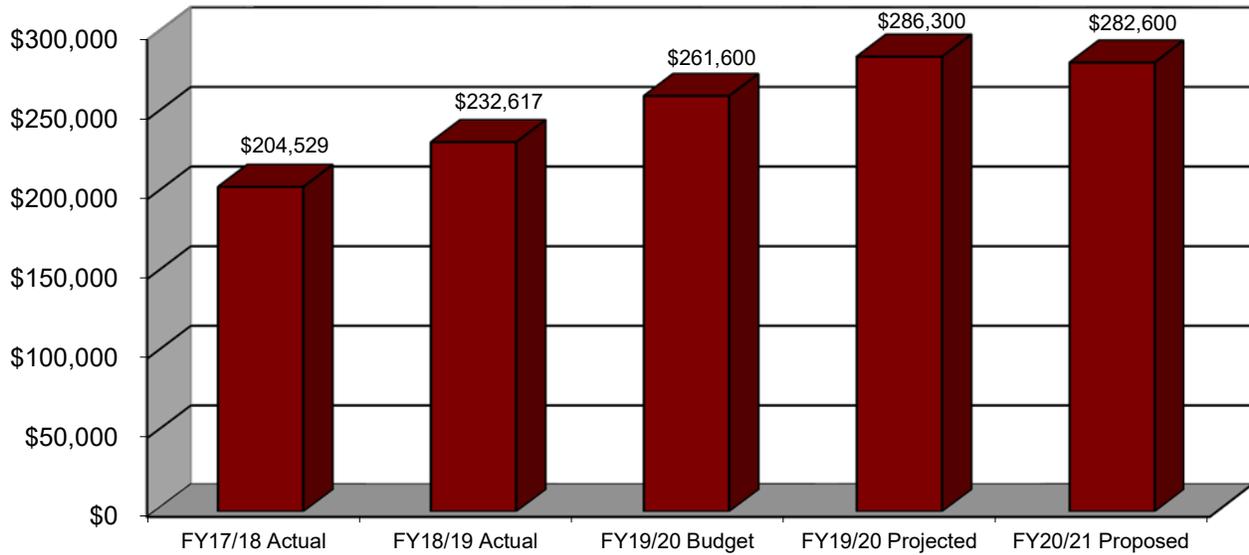
## PERFORMANCE MEASURES

Item	Goal	Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Projected
Employee Turnover Rate	Maintain an annual turnover rate of less than 7.5%	Turnover rate of FT and PT employees	5.8%	4.3%	12.3%
Applicants per Recruitment (for FT and PT positions only)	Maximize number of both internal and external applicants	(a) Average number of internal applicants	1.5	0.2	0.9
		(b) Average number of external applicants	13.7	23.5	12.9
Medical Plan Cost Increase & Employee Wellness Participation	Maintain annual medical plan cost increases of less than 10% and maintain 85% of employee participation in the City's Wellness	(a) Calendar year Health Plan Cost Increase	CY2018-7.75%	CY2019-3.00%	CY2020-0.00%
		(b) % of eligible employees participating in wellness program	CY2018-81.8%	CY2019-81.5%	CY2020-78.5%
Workers Compensation Claims	Maintain a low number of workers compensation claims per FTE	# of workers compensation claims per FTE (FY17/18: 250.5 FTE, FY18/19: 251.5 FTE, FY19/20: 255.0 FTE)	0.04	0.03	0.03
Time and Cost to Fill Positions	Ensure we are cost effectively filling position vacancies within 60 days of posting the position	(a) Annual recruiting cost paid for external resources (i.e. ads, fees, etc.)	\$311	\$1,024	\$1,500
		(b) Time to fill positions stated in number of days (from posting to offer acceptance)	54.63	58.92	56.57

**General Corporate Fund - Human Resources Department**

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
<b>SALARIES</b>						
01-04-3-401	Human Resources Director	\$ 126,168	\$ 131,251	\$ 136,600	\$ 129,800	\$ 142,800
01-04-3-402	Human Resources Coordinator	47,586	49,535	54,400	54,400	59,800
01-04-3-431	Office Assistant	-	-	13,500	-	13,500
01-04-3-451	Sick Leave Conversion	-	-	-	-	-
	<b>TOTAL SALARIES</b>	<b>\$ 173,754</b>	<b>\$ 180,786</b>	<b>\$ 204,500</b>	<b>\$ 184,200</b>	<b>\$ 216,100</b>
<b>PERSONAL SERVICES</b>						
01-04-4-452	Travel & Training	\$ 1,214	\$ 1,558	\$ 2,000	\$ 2,000	\$ 2,500
01-04-4-453	Physical Examinations	1,268	1,420	700	1,800	1,000
01-04-4-454	Dues & Subscriptions	2,539	2,872	3,100	3,100	3,300
01-04-4-455	Employee Training/Events	178	133	1,500	200	1,000
01-04-4-456	ADA Services	-	-	100	-	100
01-04-4-457	Tuition Reimbursement	-	2,000	5,000	1,000	5,000
	<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 5,199</b>	<b>\$ 7,983</b>	<b>\$ 12,400</b>	<b>\$ 8,100</b>	<b>\$ 12,900</b>
<b>CONTRACTUAL SERVICES</b>						
01-04-5-501	Communications	\$ 1,166	\$ 680	\$ 800	\$ 900	\$ 900
01-04-5-502	Legal Services	219	219	1,000	15,000	5,000
01-04-5-503	Labor Relations	8,560	23,191	20,000	35,000	15,000
01-04-5-509	Testing and Background Checks	4,856	6,388	5,000	6,200	5,000
01-04-5-510	Drug Testing	3,972	4,379	5,000	4,500	3,000
01-04-5-536	Advertising	311	1,024	600	1,500	1,000
01-04-5-537	Printing Services	-	58	100	100	500
01-04-5-552	Service to Maintain Equipment	-	416	2,600	600	2,600
01-04-5-560	Classification Plan Maintenance	-	3,250	3,000	21,000	12,000
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 19,084</b>	<b>\$ 39,605</b>	<b>\$ 38,100</b>	<b>\$ 84,800</b>	<b>\$ 45,000</b>
<b>COMMODITIES</b>						
01-04-6-601	Postage	\$ 49	\$ 32	\$ 100	\$ 100	\$ 100
01-04-6-606	Supplies	850	386	1,000	700	1,200
01-04-6-607	AED Supplies	1,949	543	2,000	2,400	3,300
	<b>TOTAL COMMODITIES</b>	<b>\$ 2,848</b>	<b>\$ 961</b>	<b>\$ 3,100</b>	<b>\$ 3,200</b>	<b>\$ 4,600</b>
<b>OTHER EXPENSES</b>						
01-04-8-811	Employee Recognition	\$ 3,644	\$ 3,282	\$ 3,500	\$ 6,000	\$ 4,000
	<b>TOTAL OTHER EXPENSES</b>	<b>\$ 3,644</b>	<b>\$ 3,282</b>	<b>\$ 3,500</b>	<b>\$ 6,000</b>	<b>\$ 4,000</b>
	<b>TOTAL HUMAN RESOURCES DEPARTMENT</b>	<b>\$ 204,529</b>	<b>\$ 232,617</b>	<b>\$ 261,600</b>	<b>\$ 286,300</b>	<b>\$ 282,600</b>

## BUDGET COMPARISON



### Human Resources Department Line Item Descriptions

#### 01-04-3-401 Human Resources Director

\$ 142,800

FY17/18 Actual:	\$ 126,168	FY18/19 Actual:	\$ 131,251
FY19/20 Budget:	\$136,600	FY19/20 Projected:	\$129,800
Budget to Proposed	4.5% <span style="color: red;">△</span>	Projected to Proposed	10.0% <span style="color: red;">△</span>

This line item is the salary for the Human Resources Director; the Department Director who is responsible for all functions of the Human Resources Department and HR and risk management functions across the City. The projected amount is lower than the budgeted amount due to unpaid FMLA time. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates any "bring to minimum" pay increases as well as an opportunity for a merit pay increase based on the City's approved merit program.



#### 01-04-3-402 Human Resources Coordinator

\$ 59,800

FY17/18 Actual:	\$ 47,586	FY18/19 Actual:	\$ 49,535
FY19/20 Budget:	\$ 54,400	FY19/20 Projected:	\$ 54,400
Budget to Proposed	9.9% <span style="color: red;">△</span>	Projected to Proposed	9.9% <span style="color: red;">△</span>

This line item is the salary for the HR Coordinator responsible for HR administrative support. The HR Coordinator role was upgraded during the Compensation and Classification Study, thus the higher amount for proposed. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates any "bring to minimum" pay increases as well as an opportunity for a merit pay increase based on the City's approved merit program.



**01-04-3-431 Human Resources Office Assistant \$ 13,500**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 13,500	FY19/20 Projected:	\$ 0
Budget to Proposed	0.0%	Projected to Proposed	N/A



This line item is the salary for an HR clerical support position. This position was removed within the FY18/19 Budget, but was proposed for inclusion in the FY19/20 budget; but not implemented with hopes to implement in FY20/21.

**01-04-3-451 Sick Leave Conversion \$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A



This line item accommodates employees who have accumulated sick hours in excess of 800 hours, thereby making them eligible for sick leave conversion benefits. No employees within HR are eligible for this benefit in FY20/21.

**01-04-4-452 Travel & Training \$ 2,500**

FY17/18 Actual:	\$ 1,214	FY18/19 Actual:	\$ 1,558
FY19/20 Budget:	\$ 2,000	FY19/20 Projected:	\$ 2,000
Budget to Proposed	25.0% <span style="color: red;">△</span>	Projected to Proposed	25.0% <span style="color: red;">△</span>



This line item accommodates only HR-related travel and training expenses for seminars, online training and other non-tuition reimbursement expenses for HR department employees. This was increased to accommodate training requests for HR Coordinator Jill May who plans on obtaining her SHRM Certification.

**01-04-4-453 Physical Examinations \$ 1,000**

FY17/18 Actual:	\$ 1,268	FY18/19 Actual:	\$ 1,420
FY19/20 Budget:	\$ 700	FY19/20 Projected:	\$ 1,800
Budget to Proposed	42.9% <span style="color: red;">△</span>	Projected to Proposed	-44.4% <span style="color: green;">▽</span>



This line item accommodates on-boarding post-offer testing for newly hired employees, including but not limited to Police physicals, Public Works CDL medical exams or physical ability testing. This line item would also accommodate any fitness for duty exams required for any City employee. The costs associated with post-offer testing of multiple police officer candidates and Public Works hires, was not anticipated for FY19/20.

**01-04-4-454 Dues & Subscriptions \$ 3,300**

FY17/18 Actual:	\$ 2,539	FY18/19 Actual:	\$ 2,872
FY19/20 Budget:	\$ 3,100	FY19/20 Projected:	\$ 3,100
Budget to Proposed	6.5% <span style="color: red;">△</span>	Projected to Proposed	6.5% <span style="color: red;">△</span>



This line item is for the City's/HR Director's membership in National SHRM (\$209), Local Stateline SHRM dues (\$250), National/Illinois Public Employer Labor Relations Associations (NPELRA/IPELRA) (\$230), Public Salary website (\$600), and membership in the Management Association for \$2,000, which provides legal and HR services.

**01-04-4-455 Employee Training/Events**

**\$ 1,000**

FY17/18 Actual:	\$ 178	FY18/19 Actual:	\$ 133
FY19/20 Budget:	\$ 1,500	FY19/20 Projected:	\$ 200
Budget to Proposed	-33.3% ▽	Projected to Proposed	400.0% △



This line item supports training and event costs for City employees and encourages participation in voluntary organization-wide events such as Open Enrollment, Finance Fair, and the annual Wellness program as well as required employee training sessions. Funding requested for FY20/21 is to provide a series of training courses targeting the City's front-line supervisors.

**01-04-4-456 ADA Services**

**\$ 100**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 100	FY19/20 Projected:	\$ 0
Budget to Proposed	0.0%	Projected to Proposed	N/A



This line item supports fees for interpreters that are requested as an accommodation for those hearing-impaired visitors to City Council or other public meetings.

**01-04-4-457 Tuition Reimbursement**

**\$ 5,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 2,000
FY19/20 Budget:	\$ 5,000	FY19/20 Projected:	\$ 1,000
Budget to Proposed	0.0%	Projected to Proposed	400.0% △



This HR line item provides for all of the City's Tuition Reimbursement expenses to ensure they are addressed consistently and all employees held to the same eligibility requirements citywide.

**01-04-5-501 Communications**

**\$ 900**

FY17/18 Actual:	\$ 1,166	FY18/19 Actual:	\$ 680
FY19/20 Budget:	\$ 800	FY19/20 Projected:	\$ 900
Budget to Proposed	12.5% △	Projected to Proposed	0.0%



This line item provides for the monthly phone charges for the HR department as well as the HR Director's monthly cellphone partial reimbursement.

**01-04-5-502 Legal Services**

**\$ 5,000**

FY17/18 Actual:	\$ 219	FY18/19 Actual:	\$ 219
FY19/20 Budget:	\$ 1,000	FY19/20 Projected:	\$ 15,000
Budget to Proposed	400.0% △	Projected to Proposed	-66.7% ▽



This line item represents legal charges not related to Union/Labor Relations issues, directly incurred on behalf of the HR Department. During FY19/20, the City incurred sizeable City Attorney expenses to defend the City in a Local 150 FOIA suit.

**01-04-5-503 Labor Relations**

**\$ 15,000**

FY17/18 Actual:	\$ 8,560	FY18/19 Actual:	\$ 23,191
FY19/20 Budget:	\$ 20,000	FY19/20 Projected:	\$ 35,000
Budget to Proposed	-25.0% ▽	Projected to Proposed	-57.1% ▽



This line item represents legal charges directly related to Union/Labor Relations issues, grievances, arbitration, mediation, and/or contract negotiations necessitating labor counsel incurred on behalf of the bargaining unit employees of the Public Works and Police Departments. Many unanticipated Police and Public Works labor relations issues required labor counsel services during FY19/20. Additionally, the City is utilizing its Labor Counsel for Local 150 negotiations, which have been ongoing since January 2018.

**01-04-5-509 Testing and Background Checks**

**\$ 5,000**

FY17/18 Actual:	\$ 4,856	FY18/19 Actual:	\$ 6,388
FY19/20 Budget:	\$ 5,000	FY19/20 Projected:	\$ 6,200
Budget to Proposed	0.0%	Projected to Proposed	-19.4% ▽



This line item accommodates Police Candidate Testing (to be held in FY19/20) and on-boarding post-offer background/criminal record testing for newly-hired employees, background checks, and any skill-set testing necessary for recruiting. Fees collected for Police Testing are now shown as a revenue source outside of the HR budget as opposed to offsetting the actual expenses within HR. The costs associated with post-offer testing of multiple police officer candidates and the creation of a new eligibility list were not anticipated for FY19/20.

**01-04-5-510 Drug Testing**

**\$ 3,000**

FY17/18 Actual:	\$ 3,972	FY18/19 Actual:	\$ 4,379
FY19/20 Budget:	\$ 5,000	FY19/20 Projected:	\$ 4,500
Budget to Proposed	-40.0% ▽	Projected to Proposed	-33.3% ▽



This line item accommodates all drug and alcohol testing including CDL and Police/FOP random, post-offer, reasonable suspicion, and post-accident testing. Upon the advice of labor counsel, HR has ceased post-offer drug testing for all positions that are not CDL, Police, or safety-sensitive roles (i.e., Non-CDL Public Works, Lifeguard, Playroom and Playground Program).

**01-04-5-536 Advertising**

**\$ 1,000**

FY17/18 Actual:	\$ 311	FY18/19 Actual:	\$ 1,024
FY19/20 Budget:	\$ 600	FY19/20 Projected:	\$ 1,500
Budget to Proposed	66.7% △	Projected to Proposed	-33.3% ▽



This line item accommodates recruiting ads for open positions in various media outlets, including but not limited to, newspapers, journals, professional organizations and websites.

**01-04-5-537 Printing Services**

**\$ 500**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 58
FY19/20 Budget:	\$ 100	FY19/20 Projected:	\$ 100
Budget to Proposed	400.0% $\Delta$	Projected to Proposed	400.0% $\Delta$



This line item represents any printing charges incurred from larger color copier printing done within the City or any outside printing charges incurred directly by HR. This was increased to accommodate anticipated new employee handbook printing in FY20/21.

**01-04-5-552 Service to Maintain Equipment**

**\$ 2,600**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 416
FY19/20 Budget:	\$ 2,600	FY19/20 Projected:	\$ 600
Budget to Proposed	0.0%	Projected to Proposed	333.3% $\Delta$



This line item represents the HR Department's charges for an anticipated annual software maintenance fee for iApplicant, an online application system purchased with the Finance/HR Software upgrade, which could be implemented in FY20/21. The copy fees/maintenance charges from Stan's are allocated to this line item for the all-in-one copier/scanner/printer/fax machine usage in HR.

**01-04-5-560 Classification Plan Maintenance**

**\$ 12,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 3,250
FY19/20 Budget:	\$ 3,000	FY19/20 Projected:	\$ 21,000
Budget to Proposed	300.0% $\Delta$	Projected to Proposed	-42.9% $\nabla$



This line item represents the paid and remaining fees for the compensation project being conducted by McGrath Human Resources Group. The City budgeted \$50,000 in FY18/19, but the study and the bulk of its fees actually occurred in FY19/20, with some fees remaining in FY20/21 for parts 2 and 3 of the study (job description project and performance review process assessment), if not completed during FY19/20.

**01-04-6-601 Postage**

**\$ 100**

FY17/18 Actual:	\$ 49	FY18/19 Actual:	\$ 32
FY19/20 Budget:	\$ 100	FY19/20 Projected:	\$ 100
Budget to Proposed	0.0%	Projected to Proposed	0.0%



This line item represents the HR Department's charges for postage, which continue to decrease as a result of increased use of electronic communication.

**01-04-6-606 Supplies**

**\$ 1,200**

FY17/18 Actual:	\$ 850	FY18/19 Actual:	\$ 386
FY19/20 Budget:	\$ 1,000	FY19/20 Projected:	\$ 700
Budget to Proposed	20.0% $\Delta$	Projected to Proposed	71.4% $\Delta$



The supplies line funds items ordered and used by the HR Department on a daily basis via an allocation from Finance for all City office supply purchases, including paper purchased through a cooperative with School District #200. An increase is proposed to cover the cost of binders for distribution of a new employee handbook during FY20/21.

01-04-6-607 AED Supplies

\$ 3,300

FY17/18 Actual:	\$ 1,949	FY18/19 Actual:	\$ 543
FY19/20 Budget:	\$ 2,000	FY19/20 Projected:	\$ 2,400
Budget to Proposed	65.0% $\Delta$	Projected to Proposed	37.5% $\Delta$



Costs related to purchasing and maintaining the City's Automatic External Defibrillators (AEDs) are paid from this line item. During FY19/20, batteries on several AEDs needed replacement as a result of exposure to extreme temperatures in squad cars.

01-04-8-811 Employee Recognition

\$ 4,000

FY17/18 Actual:	\$ 3,644	FY18/19 Actual:	\$ 3,282
FY19/20 Budget:	\$ 3,500	FY19/20 Projected:	\$ 6,000
Budget to Proposed	14.3% $\Delta$	Projected to Proposed	-33.3% $\nabla$



This line item represents the HR Department's charges for length of service pins and/or gift certificates, retirement gifts, bereavement acknowledgements and get well/new baby wishes for City employees. The amount in FY19/20 was higher than budgeted due to the need to "stock up" on retirement clocks for eligible retirees.



Annual Budget  
FY20/21

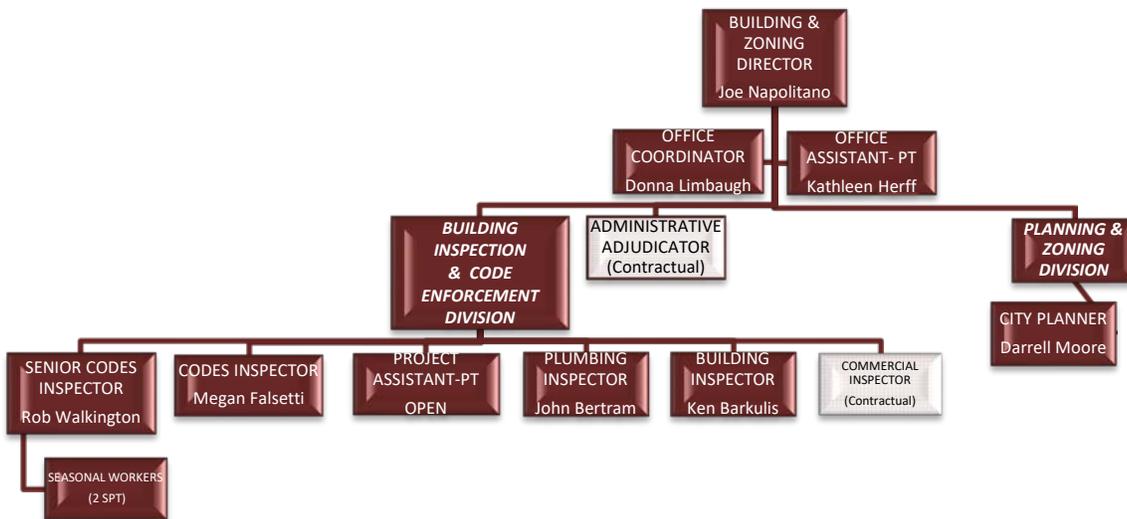
# Building and Zoning

## Building & Zoning Department

The Building & Zoning (B&Z) Department oversees all aspects of residential, commercial and industrial construction, including plan review/approval, permitting and inspection services. Code and property maintenance enforcement are handled through the department. In addition, staff administers the Administrative Adjudication court process, backflow prevention program, electrical licensing exam and citywide elevator inspection program. The TIF-funded Façade Improvement Program is coordinated by B&Z staff. The Department also provides support to the Historic Preservation Commission and is responsible for the redevelopment of the Old Courthouse and Sheriff's House.



### BUILDING & ZONING DEPARTMENT – ORGANIZATIONAL CHART



BUILDING AND ZONING DEPARTMENT – PERSONNEL SUMMARY					
AUTHORIZED POSITION/TITLE	17/18	18/19	19/20	20/21	+(-)
Building & Zoning Director	1	1	1	1	0
Inspectors (Building & Plumbing)	2	2	2	2	0
City Planner	1	1	1	1	0
Senior Codes Inspector	1	1	1	1	0
Codes Inspector	1	1	1	1	0
Office Coordinator	1	1	1	1	0
Office Assistant*	0.5	0.5	0.5	0.5	0
Project Assistant-PT	0	0	0	0.5	0.5
Code Enforcement Seasonal-SPT	0	1	1	1	0
<b>TOTAL FULL TIME</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>0</b>
<b>TOTAL PT/LPT (FTE)*</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>1</b>	<b>0.5</b>
<b>TOTAL SPT (FTE)</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>
* Changed to a part-time role in FY19/20, was previously limited part-time.					

## FY19/20 Accomplishments

- Completed the third year of an anticipated four-year masonry restoration project on the Old Courthouse. Work was completed on the south and east facades (facing the Square). Additional work performed by the contractor, MTH Industries, included cleaning of the limestone course and some window sills, caulking the front steps to prevent grout erosion from de-icing salt, and repair of the Sheriff's House downspouts. The project totaled \$380,000, out of which approximately \$83,000 was reimbursed through CDBG allocations. An additional \$20,000 in general funding was contributed by the Friends of the Old Courthouse. The remainder was funded by the TIF #2 Fund.
- Concluded master space planning study with Gary W. Anderson Architects. The study recommended that the City should attempt to complete a total renovation of the building and try to attract tenants to a finished space. This approach was deemed feasible if the City can secure historic tax credits to reduce the overall cost of the project. The recommendations were received favorably by the City Council, who directed staff and the city attorney to further explore historic tax credits. Services of attorneys at Miller Canfield and accountants at Plante Moran were retained to assist with the procedures that come with obtaining historic tax credits.
- Developed RFP for prospective tenants interested in coming into a renovated courthouse complex. The process yielded four viable tenants for the building, each consistent with the recommendations from the Advisory Commission. The Commission and the Council reviewed the proposals, and Staff was directed to coordinate with the prospective tenants and Gary W. Anderson Architects, which the City had approved to produce architectural and engineering plans for the building renovation.
- Completed plan review and inspections for 92 commercial/industrial buildings and remodels, including new Verizon Store, T-Mobile/Chipotle and Kishwaukee Brewery, build-outs for former Ace Hardware building (Holzlager Brewing, Sofie's Wine and Whiskey, Antioch Pizza), remodel of Kunes Country Chrysler/Dodge/Jeep/Ram dealership, Northwestern Medical lab and offices, 104 E. Van Buren St. apartments and McDonalds.
- Issued 529 total building permits (up 12.50% from CY18). Permits for new single family homes dropped to 40 from 89 the previous year as the number of available lots for new construction dwindled. However, permits for new commercial buildings rose from 2 to 4.
- Continued to provide plan review and inspection services for the Villages of Lakewood, Richmond, Spring Grove and Marengo. Contract with Marengo was changed to plumbing-only inspections in August 2019, while the contract with Lakewood was fully terminated in November 2019.
- Hired and trained new Building Inspector and Codes Inspector after former inspectors left for new positions.
- Developed framework for Neighborhood Improvement Program to improve appearance of neighborhoods, identified Pilot Program area in and around Judd and Calhoun Streets. Worked with McHenry County CDBG staff to apply for program funding and complete Neighborhood Revitalization Strategy Area (NRSA) Plan. Conducted neighborhood outreach to achieve buy-in from residents and property owners within the pilot program area.
- Established local Complete Count Committee for 2020 US Census. Coordinated with regional Complete County Committee to get the word out and encourage increased participation so that an accurate count of Woodstock residents is achieved.
- Continued with Involuntary Annexation process for unincorporated properties that are surrounded by the City. Successfully annexed one parcel (2104 S. Eastwood Drive) and expect to annex additional property on Eastwood Drive and four properties on Industrial Heights Drive by the end of May 2020.
- Identified parcels for Pre-Annexation to the City to reach ultimate City boundaries. Developed list of potential incentives to offer to owners willing to enter into pre-annexation agreements. Prepared and mailed letters to targeted properties. Worked with respondents to develop pre-annexation agreements.

- Distressed Property:
  - 1) 669 Washington Street - Issued Certificate of Occupancy for newly renovated home.
  - 2) 531 E Judd St - Continued with legal proceedings to relocate owners and demolish home. The City Attorney has indicated that the likelihood of the City prevailing over this matter is low. Habitat for Humanity was contacted and they were able to perform an inspection of the home. Through their Brush with Kindness Program, they are willing to assist with the renovation of the property. Pending funding approval, this work is expected to be completed in the summer of 2020
  - 3) 830 Lake Avenue - Court order obtained to perform environmental analysis and removal of tanks. Completed Phase 1 and Phase 2. Environmental Consultant developed a work plan for the clean-up of the property. Acquisition by the City expected in April 2020.
  - 4) 801 S. Eastwood – Environmental Consultant developed preliminary work program necessary to obtain a new No Further Remediation letter.
  - 5) Identified the following properties for possible inclusion into program: 225 Washington St.; 608 Brown St.; 800 S. Eastwood Dr.
- Utilized two summer code enforcement interns to assist with general code enforcement activities including tall grass, garbage/debris and inoperable vehicles.
- Processed thirteen public hearing petitions before the Plan Commission and three public hearings before the Zoning Board of Appeals. Adopted regulations relating to cannabis-related businesses in conjunction with changes in Illinois state law.
- Implemented voluntary Landlord Registration Program in order to develop a database of residential landlords, including local contact information, so that Staff has accurate information and can address potential issues on rental properties in a timely manner.
- Tested applicants on a monthly basis and issued new Electrical Contractor’s Licenses, while renewing over 550 existing licenses.
- Conducted inspections and testing of 561 RPZ’s (Backflow Prevention Devices) on 235 sites in the City.
- Provided continued Staff support for the Plan Commission, Zoning Board of Appeals, Old Courthouse and Sheriff’s House Advisory Commission, and Historic Preservation Commission.
- Continued to purge address files, as allowed by law, and maintain organized and easily-managed filing records for improved customer service and space savings.

### **FY20/21 Goals and Objectives**

- Bring a “package” of uses/users, leases, and space design to the City Council. Work with Gary W. Anderson Architects to finalize architectural drawings with tenants for tax credit application and submit to both the relevant federal and state offices for approval. Final historic tax credit approvals expected in December and if awarded, the Council will decide whether to go forward with the project.
- Work with attorneys at Miller Canfield and accountants at Plante Moran regarding need to turn the Old Courthouse and Sheriff’s House buildings over on a limited basis to a for-profit LLC, which can take advantage of the tax credits. Provide assistance as needed regarding the potential issuance of a general obligation bond to be primarily paid for through revenues generated in the restored buildings, with total renovation costs estimated between \$5M and \$6M. Renovation time is anticipated at one to two years.
- Continue preparations for implementation of Neighborhood Improvement Program in Spring 2021 as CDBG funds are expected in October 2020. Refine program goals and objectives based on citizen input. Line up contractors, volunteers, businesses who will be involved with the implementation of the program. Continue outreach to property owners and keep them informed as program moves forward.
- Continue to work with property owners on involuntary annexation of identified properties and pre-annexation agreements with targeted properties in accordance with Woodstock’s planning boundaries.

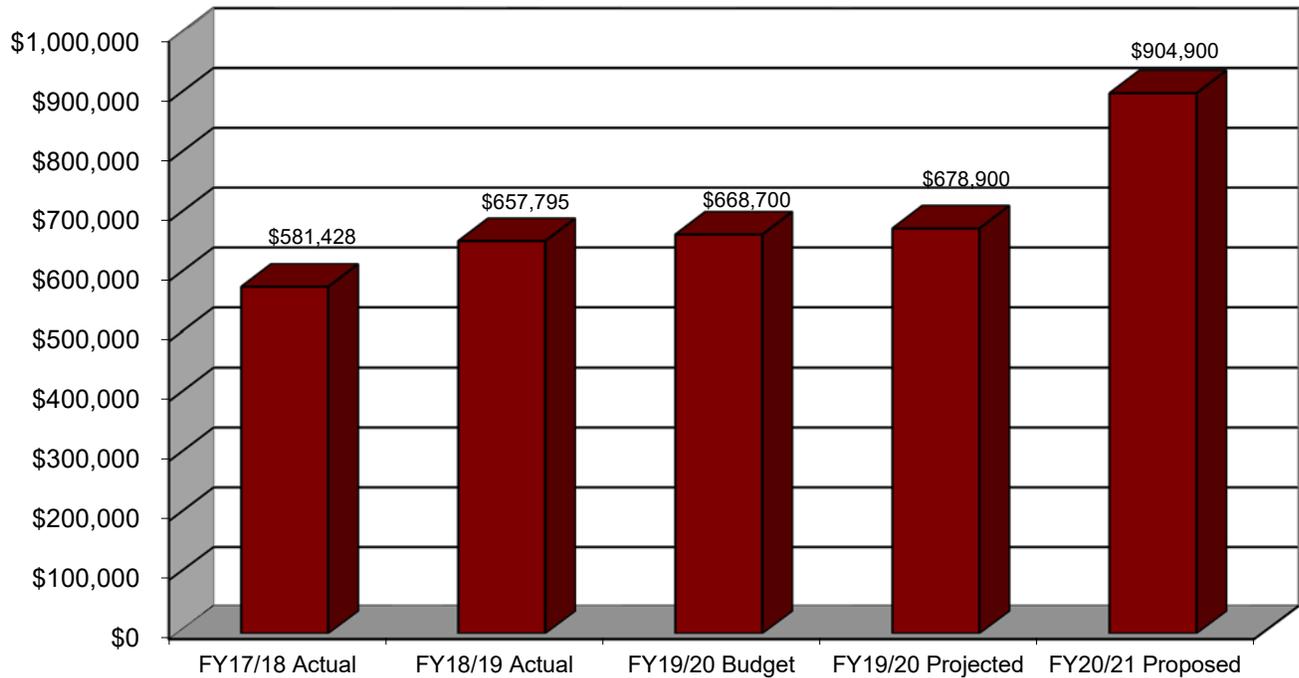
- Distressed Property Program
  - 1) 531 E Judd St – Work closely with Habitat for Humanity and owner to ensure needed renovations occur to property.
  - 3) 830 Lake Avenue – Complete acquisition of property, demolish and remove the remaining building, and implement clean-up work plan.
  - 4) 801 S. Eastwood – Work with property owner and Environmental Consultant to complete work program and obtain a new No Further Remediation letter. Work with Economic Development to market property to potential users.
  - 5) 225 Washington St.; 608 Brown St. – Begin investigation to determine feasibility of acquisition.
  - 6) 800 S. Eastwood Dr. – Work with owner and potential tenants to improve/redevelop building. Closely monitor site for code compliance to reduce further deterioration of site.
  - 7) Identify other properties to include in program.
- Continue to work with local and regional Complete Count Committees and US Census Bureau to ensure accurate count in 2020 US Census.
- Increase code enforcement activities along major gateways resulting in fewer illegally-parked vehicles, the removal of two abandoned signs, and the removal of numerous temporary signs.
- Provide alternatives to City Council and obtain further direction to address fire sprinkler and rooftop dining options for older structures in the downtown.
- Review Woodstock Comprehensive Plan’s Land Use Map and Zoning Map to ensure both reflect current use standards and City development direction, and prepare for comprehensive update as funds become available.
- Provide continued Staff support for the Plan Commission, Zoning Board of Appeals, Old Courthouse and Sheriff’s House Advisory Commission, and Historic Preservation Commission.
- Update forms, applications and other handouts as needed.
- Continue to purge address files, as allowed by law, and maintain organized and easily-managed filing records for improved customer service and space savings.

**Performance Measures**

Item	Goal	Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Estimated
Building Permits	Monitor the Number of Building Permits Issued	Total number of permits issued	403	513	505
Value of New Construction	Monitor the Value of all New Construction	Estimated dollar amount of all new construction	\$16,777,749	\$25,288,377	\$17,500,000
Code Enforcement	Monitor the number of Property Maintenance Inspections	Number of property maintenance inspections	585	675	670
Code Enforcement	Maximize the % of property maintenance violations resolved without court action		96%	92%	93%
Distressed Property	Acquire, demolish or rehab at least one distressed building		1	0	1

\*Data not available

**BUDGET COMPARISON**



## General Corporate Fund - Building and Zoning Department

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
<b>SALARIES</b>						
01-05-3-401	Department Director	\$ 89,158	\$ 92,750	\$ 96,400	\$ 96,500	\$ 105,000
01-05-3-404	City Planner	91,324	112,268	77,300	82,500	85,000
01-05-3-406	Office Coordinator	62,777	64,836	67,300	66,700	69,000
01-05-3-416	Building Inspectors	238,912	164,036	173,100	166,600	162,500
01-05-3-420	Code Enforcement Officers	36,275	133,559	134,800	131,500	142,000
01-05-3-425	Part-Time Project Coordinator	-	-	-	-	27,500
01-05-3-431	Part-Time Office Assistant	11,681	12,453	21,300	22,800	26,700
01-05-3-432	Seasonal Code Enforcement	-	5,640	8,700	8,700	9,000
01-05-3-451	Sick Leave Conversion	6,306	4,887	5,800	3,400	3,500
	<b>TOTAL SALARIES</b>	<b>\$ 536,433</b>	<b>\$ 590,429</b>	<b>\$ 584,700</b>	<b>\$ 578,700</b>	<b>\$ 630,200</b>
<b>PERSONAL SERVICES</b>						
01-05-4-452	Travel & Training	\$ 300	\$ 1,652	\$ 1,700	\$ 1,500	\$ 1,700
01-05-4-454	Dues/Subscriptions/Books	723	1,582	1,600	1,600	1,600
	<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 1,023</b>	<b>\$ 3,234</b>	<b>\$ 3,300</b>	<b>\$ 3,100</b>	<b>\$ 3,300</b>
<b>CONTRACTUAL SERVICES</b>						
01-05-5-501	Communications	\$ 3,433	\$ 2,683	\$ 3,000	\$ 3,000	\$ 3,000
01-05-5-502	Legal/Professional Services	13,644	17,360	18,000	38,000	18,000
01-05-5-523	Nuisance Abatement Services	-	2,595	3,000	1,500	3,000
01-05-5-537	Printing Services	2,176	1,085	4,500	3,200	4,500
01-05-5-552	Service to Maintain Equipment	400	949	700	800	700
01-05-5-553	Service to Maintain Vehicles	145	395	500	500	500
01-05-5-566	Software Support	1,103	10,313	10,000	10,200	10,200
01-05-5-567	Elevator Inspection Fees	4,013	4,447	4,200	5,700	6,000
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 24,914</b>	<b>\$ 39,827</b>	<b>\$ 43,900</b>	<b>\$ 62,900</b>	<b>\$ 45,900</b>
<b>COMMODITIES</b>						
01-05-6-601	Postage	\$ 2,140	\$ 1,736	\$ 2,000	\$ 2,600	\$ 3,000
01-05-6-602	Gasoline & Oil	3,490	4,682	5,000	4,500	4,500
01-05-6-606	Supplies	2,165	1,595	2,000	2,300	3,000
01-05-6-622	Material to Maintain Vehicles	2,095	2,259	1,800	800	1,500
	<b>TOTAL COMMODITIES</b>	<b>\$ 9,890</b>	<b>\$ 10,272</b>	<b>\$ 10,800</b>	<b>\$ 10,200</b>	<b>\$ 12,000</b>
<b>CAPITAL OUTLAY</b>						
01-05-7-720	Equipment	\$ 131	\$ 440	\$ 1,000	\$ 1,000	\$ 3,500
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 131</b>	<b>\$ 440</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 3,500</b>
<b>OTHER EXPENSES</b>						
01-05-8-801	Distressed Property Program	\$ 9,037	\$ 13,593	\$ 25,000	\$ 23,000	\$ 25,000
01-05-8-802	Neighborhood Improvement Program	-	-	-	-	185,000
	<b>TOTAL OTHER EXPENSES</b>	<b>\$ 9,037</b>	<b>\$ 13,593</b>	<b>\$ 25,000</b>	<b>\$ 23,000</b>	<b>\$ 210,000</b>
	<b>TOTAL BUILDING AND ZONING</b>	<b>\$ 581,428</b>	<b>\$ 657,795</b>	<b>\$ 668,700</b>	<b>\$ 678,900</b>	<b>\$ 904,900</b>

## Building & Zoning Department Line Item Descriptions

### 01-05-3-401 Director \$ 105,000

FY17/18 Actual:	\$ 89,158	FY18/19 Actual:	\$ 92,750
FY19/20 Budget:	\$ 96,400	FY19/20 Projected:	\$ 96,500
Budget to Proposed	8.9% <span style="color: red;">△</span>	Projected to Proposed	8.8% <span style="color: red;">△</span>

Salary for the position of Department Director who is responsible for the leadership and all functions of the Building & Zoning Department. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates any "bring to minimum" pay increases as well as an opportunity for a merit pay increase based on the City's approved merit program.

### 01-05-3-404 City Planner \$ 85,000

FY17/18 Actual:	\$ 91,324	FY18/19 Actual:	\$ 112,268
FY19/20 Budget:	\$ 77,300	FY19/20 Projected:	\$ 82,500
Budget to Proposed	10.0% <span style="color: red;">△</span>	Projected to Proposed	3.0% <span style="color: red;">△</span>

Salary for the position of City Planner. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates any "bring to minimum" pay increases as well as an opportunity for a merit pay increase based on the City's approved merit program.

### 01-05-3-406 Office Coordinator \$ 69,000

FY17/18 Actual:	\$ 62,777	FY18/19 Actual:	\$ 64,836
FY19/20 Budget:	\$ 67,300	FY19/20 Projected:	\$ 66,700
Budget to Proposed	2.5% <span style="color: red;">△</span>	Projected to Proposed	3.4% <span style="color: red;">△</span>

Salary for the position of Building & Zoning Office Coordinator. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates any "bring to minimum" pay increases as well as an opportunity for a merit pay increase based on the City's approved merit program.

### 01-05-3-416 Building Inspectors \$ 162,500

FY17/18 Actual:	\$ 238,912	FY18/19 Actual:	\$ 164,036
FY19/20 Budget:	\$ 173,100	FY19/20 Projected:	\$ 166,600
Budget to Proposed	-6.1% <span style="color: green;">▽</span>	Projected to Proposed	-2.5% <span style="color: green;">▽</span>

Salaries for two Building Inspectors are included in this line item. The salary for the Code Enforcement Inspector/Building Inspector was moved to the Code Enforcement Officers line item in FY18/19. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates any "bring to minimum" pay increases as well as an opportunity for a merit pay increase based on the City's approved merit program.

**01-05-3-420 Codes Inspectors \$ 142,000**

FY17/18 Actual:	\$ 36,275	FY18/19 Actual:	\$ 133,559
FY19/20 Budget:	\$ 134,800	FY19/20 Projected:	\$ 131,500
Budget to Proposed	5.3% $\Delta$	Projected to Proposed	8.0% $\Delta$

Salaries for the Senior Codes Inspector and Codes Inspector are included in this line item. This amount is consistent with the City’s Compensation Plan for non-unionized positions and incorporates any “bring to minimum” pay increases as well as an opportunity for a merit pay increase based on the City’s approved merit program.

**01-05-3-425 Part-Time Project Coordinator \$ 27,500**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Salary for the limited part-time Project Coordinator (less than 1,000 hours per year). This is a new position to provide general support for implementing and administering the Landlord Registration and Neighborhood Improvement Programs.

**01-05-3-431 Part-Time Office Assistant \$ 26,700**

FY17/18 Actual:	\$ 11,681	FY18/19 Actual:	\$ 12,453
FY19/20 Budget:	\$ 21,300	FY19/20 Projected:	\$ 22,800
Budget to Proposed	25.4% $\Delta$	Projected to Proposed	17.1% $\Delta$

Salary for the part-time Office Assistant. This amount is consistent with the City’s Compensation Plan for non-unionized positions and incorporates any “bring to minimum” pay increases as well as an opportunity for a merit pay increase based on the City’s approved merit program. The Department initiated an end of year change in FY18/19 to modify this position to part-time and increase the hours to approximately 28 per week.

**01-05-3-432 Seasonal Code Enforcement \$ 9,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 5,640
FY19/20 Budget:	\$ 8,700	FY19/20 Projected:	\$ 8,700
Budget to Proposed:	3.4% $\Delta$	Projected to Proposed	3.4% $\Delta$

This item covers salaries for two (2) limited part-time positions. Seasonal employees are utilized to assist with code enforcement during the summer months.

**01-05-3-451 Sick Leave Conversion \$ 3,500**

FY17/18 Actual:	\$ 6,306	FY18/19 Actual:	\$ 4,887
FY19/20 Budget:	\$ 5,800	FY19/20 Projected:	\$ 3,400
Budget to Proposed	-39.7% $\nabla$	Projected to Proposed	2.9% $\Delta$

This line item is for sick leave conversion benefits, which provides for the accumulation of a maximum of 800 hours (100 days) of sick leave with any amount over this paid at 50%, but applied to employee health insurance contributions.

**01-05-4-452 Travel & Training** **\$ 1,700**

FY17/18 Actual:	\$ 300	FY18/19 Actual:	\$ 1,652
FY19/20 Budget:	\$ 1,700	FY19/20 Projected:	\$ 1,500
Budget to Proposed	0.0%	Projected to Proposed	13.3% <span style="color: red;">△</span>

This line item allows for required continuing education training for departmental employees.

**01-05-4-454 Dues/Subscriptions/Books** **\$ 1,600**

FY17/18 Actual:	\$ 723	FY18/19 Actual:	\$ 1,582
FY19/20 Budget:	\$ 1,600	FY19/20 Projected:	\$ 1,600
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item covers expenses for professional memberships, subscription to professional publications and purchase of building and construction code manuals used by departmental personnel.

**01-05-5-501 Communications** **\$ 3,000**

FY17/18 Actual:	\$ 3,433	FY18/19 Actual:	\$ 2,683
FY19/20 Budget:	\$ 3,000	FY19/20 Projected:	\$ 3,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item covers the Department's cost for telephone charges and communications equipment.

**01-05-5-502 Legal/Professional Services** **\$ 18,000**

FY17/18 Actual:	\$ 13,644	FY18/19 Actual:	\$ 17,360
FY19/20 Budget:	\$ 18,000	FY19/20 Projected:	\$ 38,000
Budget to Proposed	0.0%	Projected to Proposed	-52.6% <span style="color: green;">▽</span>

This line item covers the cost of legal services provided by the City Attorney for review of new development and land use proposals, ordinance preparation, legal research and code enforcement assistance. Expenses in this line item were much higher than normal because we were without a Building Inspector for over three months and had to hire a contractor to cover plan review and inspections during that time.

**01-05-5-523 Nuisance Abatement Services** **\$ 3,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 2,595
FY19/20 Budget:	\$ 3,000	FY19/20 Projected:	\$ 1,500
Budget to Proposed	0.0%	Projected to Proposed	100.0% <span style="color: red;">△</span>

This line item is used to pay for nuisance abatement activities including mowing of vacant parcels, weed removal and removal of garbage and debris. Work in this area and the amount spent will vary from year to year, and is often based on weather conditions and the ability and willingness of property owners to comply with local regulations. The Department directly bills the property owners for weed mowing, which is netted against this line item.

**01-05-5-537 Printing Services** **\$ 4,500**

FY17/18 Actual:	\$ 2,176	FY18/19 Actual:	\$ 1,085
FY19/20 Budget:	\$ 4,500	FY19/20 Projected:	\$ 3,200
Budget to Proposed	0.0%	Projected to Proposed	40.6% <span style="color: red;">△</span>

This line item includes funds for printed materials used by the Department, including permit applications, guidelines and handouts, comprehensive planning documents, maps, and Unified Development Ordinance copies. We will continue to use these funds to cover the anticipated costs for preparing plats of annexation for the involuntary annexation of properties surrounded by the City and for the potential pre-annexation agreements with unincorporated property owners.

**01-05-5-552 Services to Maintain Equipment** **\$ 700**

FY17/18 Actual:	\$ 400	FY18/19 Actual:	\$ 949
FY19/20 Budget:	\$ 700	FY19/20 Projected:	\$ 800
Budget to Proposed	0.0%	Projected to Proposed	-12.5% <span style="color: green;">▽</span>

This line item includes funds for minor upgrades and repair for the Department's equipment.

**01-05-5-553 Service to Maintain Vehicles** **\$ 500**

FY17/18 Actual:	\$ 145	FY18/19 Actual:	\$ 395
FY19/20 Budget:	\$ 500	FY19/20 Projected:	\$ 500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item funds preventative maintenance on the vehicles used by the inspectors, code enforcement officers and Departmental staff.

**01-05-5-566 Software Support** **\$ 10,200**

FY17/18 Actual:	\$ 1,103	FY18/19 Actual:	\$ 10,313
FY19/20 Budget:	\$ 10,000	FY19/20 Projected:	\$ 10,200
Budget to Proposed	2.0% <span style="color: red;">△</span>	Projected to Proposed	0.0%

This line item includes funds for the cost of maintaining the LAMA permit tracking software and continued use of the Laredo property search software.

**01-05-5-567 Elevator Inspection Fees** **\$ 6,000**

FY17/18 Actual:	\$ 4,013	FY18/19 Actual:	\$ 4,447
FY19/20 Budget:	\$ 4,200	FY19/20 Projected:	\$ 5,700
Budget to Proposed	42.9% <span style="color: red;">△</span>	Projected to Proposed	5.3% <span style="color: red;">△</span>

This line item covers the expenses to administer the City's elevator inspection program and is reimbursed by owners of elevators in the City.

**01-05-6-601 Postage** **\$ 3,000**

FY17/18 Actual:	\$ 2,140	FY18/19 Actual:	\$ 1,736
FY19/20 Budget:	\$ 2,000	FY19/20 Projected:	\$ 2,600
Budget to Proposed	50.0% <span style="color: red;">△</span>	Projected to Proposed	15.4% <span style="color: red;">△</span>

This line item is used for postage expenses incurred by the Department and includes the cost of mailing board and commission packets, the renewal of electrical licenses, and notices pertaining to backflow inspections and certifications. An increase is being requested to cover the anticipated costs for mailing notices for the involuntary annexation of properties surrounded by the City and for the potential pre-annexation agreements with unincorporated property owners.

**01-05-6-602 Gasoline & Oil** **\$ 4,500**

FY17/18 Actual:	\$ 3,490	FY18/19 Actual:	\$ 4,682
FY19/20 Budget:	\$ 5,000	FY19/20 Projected:	\$ 4,500
Budget to Proposed	-10.0 <span style="color: green;">▽</span>	Projected to Proposed	0.0%

This line item covers the expense of fuel for Departmental vehicles used for inspection services and code/property maintenance enforcement as well as inspection services provided to other communities (Richmond, Marengo and Spring Grove).

**01-05-6-606 Supplies** **\$ 3,000**

FY17/18 Actual:	\$ 2,165	FY18/19 Actual:	\$ 1,595
FY19/20 Budget:	\$ 2,000	FY19/20 Projected:	\$ 2,300
Budget to Proposed	50.0% <span style="color: red;">△</span>	Projected to Proposed	30.4% <span style="color: red;">△</span>

This line item includes general office, printer, copier, and computer supplies. If a new part-time Project Coordinator position is granted, the additional funds would be used to purchase items to establish their office.

**01-05-6-622 Material to Maintain Vehicles** **\$ 1,500**

FY17/18 Actual:	\$ 2,095	FY18/19 Actual:	\$ 2,259
FY19/20 Budget:	\$ 1,800	FY19/20 Projected:	\$ 800
Budget to Proposed	-16.7% <span style="color: green;">▽</span>	Projected to Proposed	87.5% <span style="color: red;">△</span>

Funds in this line item are used for the cost of materials and parts pertaining to maintenance of vehicles used by Departmental staff. The department's vehicles are aging and require more frequent repairs.

**01-05-7-720 Equipment** **\$ 3,500**

FY17/18 Actual:	\$ 131	FY18/19 Actual:	\$ 440
FY19/20 Budget:	\$ 1,000	FY19/20 Projected:	\$ 1,000
Budget to Proposed	250.0% <span style="color: red;">△</span>	Projected to Proposed	250.0% <span style="color: red;">△</span>

This line item includes dollars for essential computer hardware, mechanical and electrical testing equipment used by inspection personnel and equipment needed for the backflow prevention program.

<b>01-05-8-801 Distressed Property Program</b>	<b>\$ 25,000</b>
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FY17/18 Actual:	\$ 9,037	FY18/19 Actual:	\$ 13,593
FY19/20 Budget:	\$ 25,000	FY19/20 Projected:	\$ 23,000
Budget to Proposed	0.0%	Projected to Proposed	8.7% $\Delta$

This line item includes dollars dedicated to the Distressed Property Program for uses including acquisition, demolition, surveying, legal and other costs associated with the program.

<b>01-05-8-802 Neighborhood Improvement Program</b>	<b>\$ 185,000</b>
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FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This is a new line item for the Neighborhood Improvement Program and funds would be used to rehabilitate and improve the appearance of buildings within the Judd/Calhoun Pilot Program area. The City is applying for and expected to receive approximately \$160,000 in grant funds from the McHenry County Community Development Block Grant Program and is providing matching funds of \$25,000.



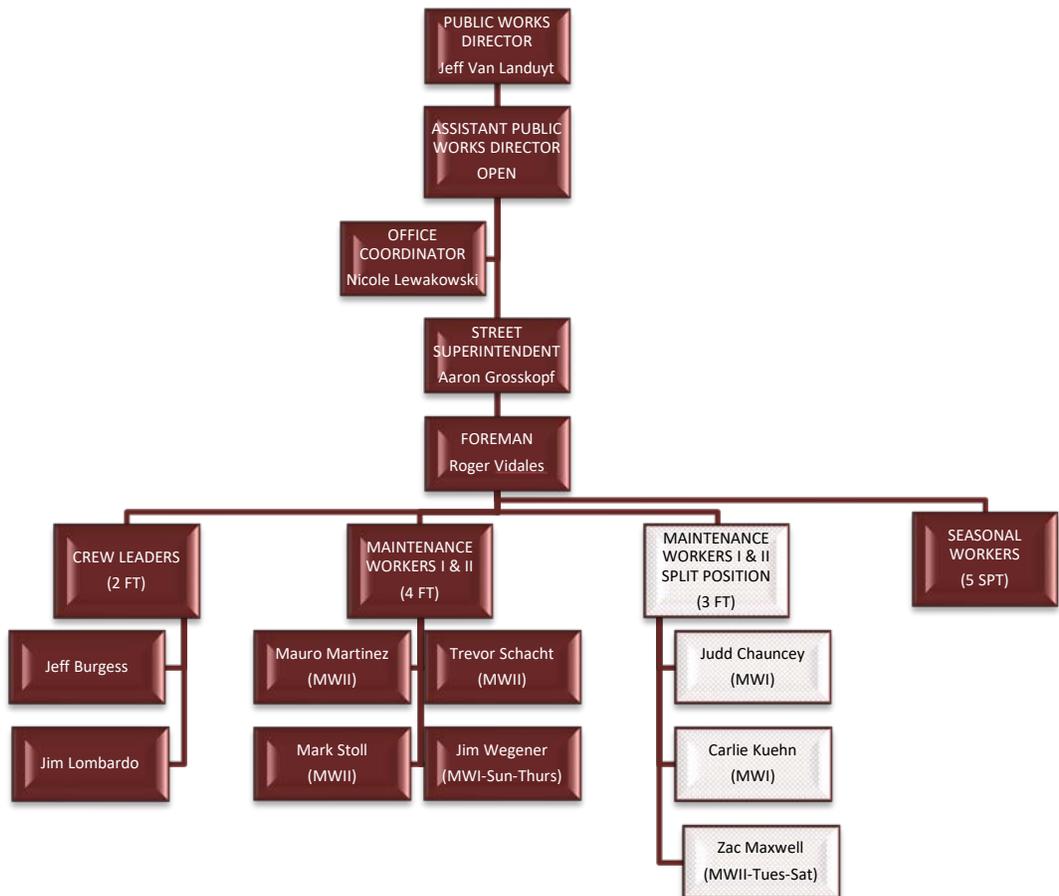
Annual Budget  
FY20/21

# Streets

## Street Division

The Street Division in the Public Works Department is responsible for approximately 117 centerline miles of streets including patching, street sweeping, maintenance of traffic signs, maintenance of traffic signals, pavement repairs, parking lot maintenance, right-of-way maintenance, and storm sewer maintenance. Annual programs within the Street Department include leaf collection, snow removal and sidewalk repair programs.

### STREET DIVISION – ORGANIZATIONAL CHART



<b>STREET DIVISION - PERSONNEL SUMMARY</b>					
<b>AUTHORIZED POSITION/TITLE</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>	<b>+(-)</b>
Street Superintendent	1	1	1	1	0
Foreman	1	1	1	1	0
Crew Leader	2	2	2	2	0
Maintenance Worker I & II	4	4	4	4	0
Split/Shared Position: Street/Parks <sup>1</sup>	3	3	3	3	0
Seasonal Employees (SPT)	2.5	2.5	2.5	2.5	0
<b>TOTAL FULL TIME</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>0</b>
<b>TOTAL SPLIT/SHARED (FT)</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0</b>
<b>TOTAL SEASONAL/SPT (FTE)</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>0</b>

<sup>1</sup>These roles are funded 50% by the Parks Division and 50% by the Street Division.

### **FY19/20 Accomplishments**

- At the beginning of FY19/20, the Street Superintendent position was vacant. A new Street Superintendent was hired with a start date of June 17, 2019.
- Collected 5,040 cubic yards of leaves during fall collection.
- Used 112.5 tons of hot mix asphalt for pothole patching and small-scale roadway patches with in-house staff.
- Used 110 tons of cold mix asphalt for pothole patching during winter months (at time of budget submission).
- Maintained a storm sewer cleaning program, cleaning 3,627 lineal feet of storm sewer (at time of budget submission).
- Repaired 46 storm sewer structures.
- Replaced 80 worn or missing stop, street name, no parking zone, speed limit, and warning signs (at the time of budget submission).
- Using street sweepers, provided twice weekly cleaning of downtown streets and parking lots, as well as the cleaning of all City streets four times.
- Provided support services to the annual Summer in the Park community event.
- Provided support services to fifty-three community events, a majority of which occurred in the Historic Woodstock Square.
- Boardwalk on Benton dining pads:
  - Erected during April;
  - Disassembled during October;
  - Initiated road closures, when appropriate;
  - Installed and removed planter boxes; and
  - Coordinated electrical work through local firm.

- Provided control and removal of ice and snow:
  - Continued to provide services with overall goal of reducing the amount of salt used, increasing usage of alternate ice-control methods, and to reduce overtime costs through best management practices;
  - Improved upon redesigned snow routes with minor alterations to encompass more efficient use of current equipment; and
  - Researched the appropriateness and application of anti-icing products.

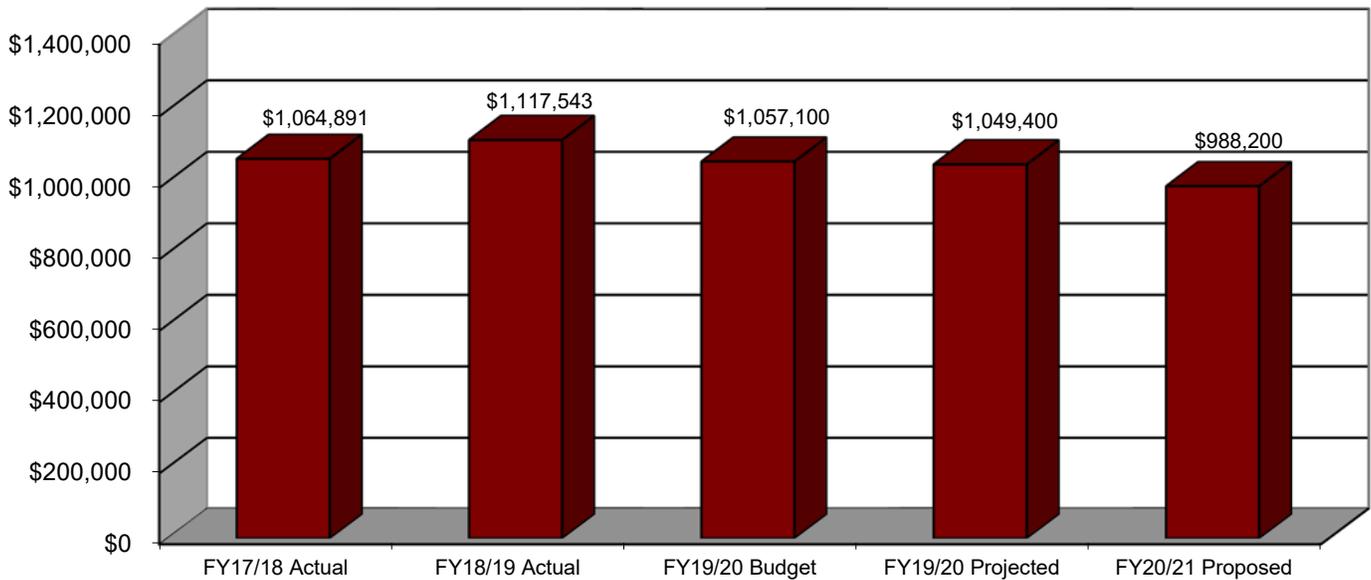
### **FY20/21 Goals and Objectives**

- Respond to service requests from residents, motorists, and pedestrians within 24 hours, or as soon thereafter as possible.
- Provide information to residents in advance for construction and maintenance activities.
- Identify and replace concrete sidewalk and curb with approved funding.
- Continue regular cleaning and maintenance of City storm sewers necessary to minimize surface flooding:
  - Goal for FY20/21 = 8,000 lineal feet.
- Complete pavement patching and repairs to provide safe and usable streets within limits of funding.
- Identify and implement best management practices to improve service to residents including snow removal, leaf collection, street sweeping, and sign and pavement maintenance activities.
- Provide labor and equipment to support community events including temporary signage, barricades, sweeping of streets, electrical service, and general cleanup.
- Plan, schedule, and complete regular sweeping of all City streets four times per year and downtown area including public parking lots twice per week.
- Complete annual curbside leaf collection for residents.
- Repair storm sewer pipes and storm inlets as needed.
- Provide snow removal training for new employees and backup drivers.
- Continue making necessary revisions to snow removal processes encompassing changes in staff, strategies, and the efficient integration of new equipment.
- Educate the Public through a variety of means, regarding snow removal procedures and snow parking regulations.
- Provide safe and effective work zone traffic control based on the Manual of Uniform Traffic Control Devices (MUTCD).
- Respond to residents (when requested) within two days for requests pertaining to non-emergency sign maintenance, or replacement:
  - Install temporary stop signs as soon as possible, with permanent repair within 24 hours; and
  - Install new signage and/or pavement striping within two weeks, once approved.
- Promptly clean or replace signage vandalized with graffiti.
- Complete maintenance of existing pavement marking in all City public parking lots annually.
- Continue to provide instructions and set specific performance goals for all Street employees to establish importance of quality customer service.
- Funds within this line item that can be transferred to the Motor Fuel Tax Fund will be identified in an effort to make General Fund revenue available for making bond payments associated with street resurfacing.

**Performance Measures**

Item	Goal	Description	FY17/18 Actual	FY18/19 Projected	FY19/20 Estimated
Internal Training	Provide a minimum of 40 hours of documented training for division employees each year	Hours per employee	30	30	25
Storm Sewer Maintenance	Clean 4,000 lineal feet of storm sewer lines annually	Lineal Feet	6,760	13,126	3,627
Street Sweeping	Clean 1,000 center lane miles annually	Center lane miles	750	750	1,000
Sidewalk Replacement	Replace a minimum of 1,000 lineal feet of hazardous sidewalk per year	Lineal Feet	1,257	217	855
Storm Sewer Intakes	Rebuild and repair failed storm sewer intakes	Number repaired	27	39	46

**BUDGET COMPARISON**



**General Corporate Fund - Street Department**

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
<b>SALARIES</b>						
01-06-3-408	Street Superintendent	\$ 69,792	\$ 79,004	\$ 80,300	\$ 63,400	\$ 82,500
01-06-3-415	Maintenance	412,507	433,824	453,200	458,200	491,000
01-06-3-431	Temporary Labor	31,841	18,269	33,000	8,600	30,000
01-06-3-445	Overtime	75,576	125,088	80,000	85,000	100,000
01-06-3-451	Sick Leave Conversion	1,887	3,728	1,600	700	1,700
	<b>TOTAL SALARIES</b>	<b>\$ 591,603</b>	<b>\$ 659,913</b>	<b>\$ 648,100</b>	<b>\$ 615,900</b>	<b>\$ 705,200</b>
<b>PERSONAL SERVICES</b>						
01-06-4-453	Uniforms	\$ 7,254	\$ 10,564	\$ 9,000	\$ 7,200	\$ 9,000
	<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 7,254</b>	<b>\$ 10,564</b>	<b>\$ 9,000</b>	<b>\$ 7,200</b>	<b>\$ 9,000</b>
<b>CONTRACTUAL SERVICES</b>						
01-06-5-552	Service to Maintain Equipment	\$ 13,961	\$ 8,018	\$ 7,000	\$ 22,000	\$ 8,000
01-06-5-553	Service to Maintain Vehicles	8,099	12,741	14,000	40,000	15,000
01-06-5-555	Service to Maintain Pavements	43,021	46,013	45,000	26,000	4,000
01-06-5-557	Service to Maintain Street Lights	70,815	13,543	10,000	12,000	-
01-06-5-560	Service to Maintain Storm Sewers	37,645	43,181	45,000	45,000	50,000
01-06-5-564	Street Lighting	214	-	-	-	-
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 173,755</b>	<b>\$ 123,496</b>	<b>\$ 121,000</b>	<b>\$ 145,000</b>	<b>\$ 77,000</b>
<b>COMMODITIES</b>						
01-06-6-602	Gas & Oil	\$ 53,804	\$ 56,188	\$ 48,000	\$ 47,000	\$ 53,000
01-06-6-605	Tools	3,532	2,054	3,500	3,300	3,500
01-06-6-606	Supplies	9,858	11,953	8,000	8,000	9,000
01-06-6-609	Alternate Ice Control Methods	-	30,803	30,000	27,000	-
01-06-6-621	Materials to Maintain Equipment	30,868	46,756	32,000	45,000	35,000
01-06-6-622	Materials to Maintain Vehicles	33,838	36,871	34,000	25,500	34,000
01-06-6-625	Materials to Maintain Storm Sewers	30,958	39,757	30,000	30,000	30,000
01-06-6-627	Materials to Maintain Pavements	103,492	73,879	65,000	65,000	-
01-06-6-629	Materials to Maintain Traffic Controls	19,386	23,308	22,000	24,000	25,000
01-06-6-630	Materials to Maintain Street Lights	2,454	27	2,500	300	2,500
	<b>TOTAL COMMODITIES</b>	<b>\$ 288,190</b>	<b>\$ 321,596</b>	<b>\$ 275,000</b>	<b>\$ 275,100</b>	<b>\$ 192,000</b>
<b>CAPITAL OUTLAY</b>						
01-06-7-720	Equipment	\$ 4,089	\$ 1,974	\$ 4,000	\$ 6,200	\$ 5,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 4,089</b>	<b>\$ 1,974</b>	<b>\$ 4,000</b>	<b>\$ 6,200</b>	<b>\$ 5,000</b>
	<b>TOTAL STREET</b>	<b>\$ 1,064,891</b>	<b>\$ 1,117,543</b>	<b>\$ 1,057,100</b>	<b>\$ 1,049,400</b>	<b>\$ 988,200</b>

## Street Division Line Item Descriptions

### 01-06-3-408 Street Superintendent \$ 82,500

FY17/18 Actual:	\$ 69,792	FY18/19 Actual:	\$ 79,004
FY19/20 Budget:	\$ 80,300	FY19/20 Projected:	\$ 63,400
Budget to Proposed	2.7% <span style="color: red;">△</span>	Projected to Proposed	30.1% <span style="color: red;">△</span>

This line item represents the salary for the Street Superintendent. This position is responsible for scheduling, coordinating, and evaluating programs related to the maintenance of street surfaces, curb and sidewalk repair or replacement, storm sewer maintenance and repair, fall leaf collection, and winter maintenance operations. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates any "bring to minimum" pay increases.

### 01-06-3-415 Maintenance \$ 491,000

FY17/18 Actual:	\$ 412,507	FY18/19 Actual:	\$ 433,824
FY19/20 Budget:	\$ 453,200	FY19/20 Projected:	\$ 458,200
Budget to Proposed	8.3% <span style="color: red;">△</span>	Projected to Proposed	7.2% <span style="color: red;">△</span>

The FY20/21 budget amount is consistent with the negotiated labor contract for unionized Public Works positions.

### 01-06-3-431 Temporary Labor \$ 30,000

FY17/18 Actual:	\$ 31,841	FY18/19 Actual:	\$ 18,269
FY19/20 Budget:	\$ 33,000	FY19/20 Projected:	\$ 8,600
Budget to Proposed	-9.1% <span style="color: green;">▽</span>	Projected to Proposed	248.8% <span style="color: red;">△</span>

This line item funds the wages for temporary labor (less than 1,000 hours per calendar year) providing assistance to full-time staff during the height of the summer season, as well as during the leaf collection program. The typical work period for summer labor is mid-May to mid-August for an average of 13 weeks, and labor for leaf collection is from late October to late November for an average of four weeks. Lower than anticipated spending for this line item in FY18/19 reflects a lack of qualified applicants. In FY19/20, no leaf collection positions were filled which resulted in a lower labor cost overall. FY20/21 reflects a request for a total of five summer, and four leaf collection seasonal employees.

### 01-06-3-445 Overtime \$ 100,000

FY17/18 Actual:	\$ 75,576	FY18/19 Actual:	\$ 125,088
FY19/20 Budget:	\$ 80,000	FY19/20 Projected:	\$ 85,000
Budget to Proposed	25.0% <span style="color: red;">△</span>	Projected to Proposed	17.6% <span style="color: red;">△</span>

A lot of precipitation fell during the 2018/2019 winter in the form of rain, ice, and snow. As a result, costs to make the roads safe included overtime expenditures for those Public Works employees involved in the City's snow plan. This line item provides overtime funds for employees, both within and outside the division, most significantly for leaf collection and snow/ice control on City streets.

**01-06-3-451 Sick Leave Conversion****\$ 1,700**

FY17/18 Actual:	\$ 1,887	FY18/19 Actual:	\$ 3,728
FY19/20 Budget:	\$ 1,600	FY19/20 Projected:	\$ 700
Budget to Proposed	6.3% $\Delta$	Projected to Proposed	142.9% $\Delta$

The sick leave conversion benefit provides for the accumulation of a maximum of 800 hours (100 days) of sick leave with any amount over this paid at 50%, but applied to employee health insurance contributions.

**01-06-4-453 Uniforms****\$ 9,000**

FY17/18 Actual:	\$ 7,254	FY18/19 Actual:	\$ 10,564
FY19/20 Budget:	\$ 9,000	FY19/20 Projected:	\$ 7,200
Budget to Proposed	0.0%	Projected to Proposed	25.0% $\Delta$

Charges to this line item include the purchase of t-shirts, sweatshirts, jackets and coats, rain gear, boots and other items for full-time and split-position employees. This line item also funds the purchase of Personal Protection Equipment (PPE) for full-time and seasonal employees. The projected amount for this line item includes expenses related to purchasing proper PPE for a new employee, as well as the purchase of gloves (waterproof, winter, and summer), hard-hats, safety glasses, and safety vests for current employees. Street Division employees were provided new rain gear and new PPE as appropriate in FY18/19.

**01-06-5-552 Service to Maintain Equipment****\$ 8,000**

FY17/18 Actual:	\$ 13,961	FY18/19 Actual:	\$ 8,018
FY19/20 Budget:	\$ 7,000	FY19/20 Projected:	\$ 22,000
Budget to Proposed	14.3% $\Delta$	Projected to Proposed	-63.6% $\nabla$



This line item pays all costs for outside services needed for the maintenance of equipment assigned to the Street Division. Typical expenses include services to repair the backhoe, maintenance of storm sewer cleaning equipment, and maintenance of the paint machine. In FY19/20 the City experienced a major increase in this line item due to two fleet division mechanics leaving within a week of each other, forcing more trucks and equipment to be serviced by outside sources. While new employees are being trained, it may be necessary to continue to utilize some outside services for a portion of FY20/21.

**01-06-5-553 Service to Maintain Vehicles****\$ 15,000**

FY17/18 Actual:	\$ 8,099	FY18/19 Actual:	\$ 12,741
FY19/20 Budget:	\$ 14,000	FY19/20 Projected:	\$ 40,000
Budget to Proposed	7.1% $\Delta$	Projected to Proposed	-62.5% $\nabla$



Service to Maintain Vehicles funds all costs for outside services needed for the maintenance of Street Division vehicles. Fleet Maintenance employees complete a majority of all vehicle repair work in-house, but some outside services are necessary each year. Costs will vary from year-to-year for unanticipated repairs such as failure to transmissions, engines, brakes, or front-end alignments. Most of the failures in FY19/20 were due to age and usage on the City's pickup trucks, as well as having more vehicles serviced by outside contractors due to the vacancy of two mechanics earlier this year.

**01-06-5-553 Service to Maintain Pavements**

**\$ 4,000**

FY17/18 Actual:	\$ 43,021	FY18/19 Actual:	\$ 46,013
FY19/20 Budget:	\$ 45,000	FY19/20 Projected:	\$ 26,000
Budget to Proposed	-91.1% ▽	Projected to Proposed	-84.6% ▽



Charges to this line item were relocated to the Motor Fuel Tax Fund, line item # 12-00-5-589, beginning in FY20/21, as these are eligible expenses.

In years past, Charges to this line item pay for contractual service dealing with asphalt repair, concrete sidewalk and curb work, guardrail repairs, and handrail repairs in the downtown area.

**01-06-5-557 Service to Maintain Street Lights**

**\$ 0**

FY17/18 Actual:	\$ 70,815	FY18/19 Actual:	\$ 13,543
FY19/20 Budget:	\$ 10,000	FY19/20 Projected:	\$ 12,000
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽



This line item pays for outside-service requisites to maintain and repair streetlights and their associated electrical systems. During 2017, the City opted to take advantage of a ComEd rebate program, offering significant grant rebates for LED upgrades made to shoebox-style parking lot and street-light fixtures, currently using less efficient bulbs and ballasts.

Charges to this line item were relocated to the Motor Fuel Tax Fund, line item # 12-00-5-564, Street Lighting, beginning in FY20/21, as these are eligible expenses.

**01-06-5-560 Service to Maintain Storm Sewers**

**\$ 50,000**

FY17/18 Actual:	\$ 37,645	FY18/19 Actual:	\$ 43,181
FY19/20 Budget:	\$ 45,000	FY19/20 Projected:	\$ 45,000
Budget to Proposed	11.1% △	Projected to Proposed	11.1% △



City employees complete a majority of the maintenance and repair for storm sewers. This line item accounts for costs associated with contracted storm sewer repairs beyond the scope and equipment of City crews, as well as for contracted televising inspection services. Increased expenditures beginning in FY19/20 are attributable to the damage inflicted by the more intense rain events in recent years with increased accumulations.

**01-06-5-564 Street Lighting**

**\$ 0**

FY17/18 Actual:	\$ 214	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Street Lighting now resides within the Motor Fuel Tax Fund under line item 12-00-5-564.

**01-06-6-602 Gas & Oil**

**\$ 53,000**

FY17/18 Actual:	\$ 53,804	FY18/19 Actual:	\$ 56,188
FY19/20 Budget:	\$ 48,000	FY19/20 Projected:	\$ 47,000
Budget to Proposed	10.4% <span style="color: red;">△</span>	Projected to Proposed	12.8% <span style="color: red;">△</span>



This line item includes the Street Division’s share of fuel used from the Public Works facility. In addition, it pays a portion of the costs for bulk oil and lubrication products used by the mechanics for routine maintenance and service of vehicles and equipment. Costs for fuel are anticipated to rise in the future in order to fund improvements at the state and local level.

**01-06-6-605 Tools**

**\$ 3,500**

FY17/18 Actual:	\$ 3,532	FY18/19 Actual:	\$ 2,054
FY19/20 Budget:	\$ 3,500	FY19/20 Projected:	\$ 3,300
Budget to Proposed	0.0%	Projected to Proposed	6.1% <span style="color: red;">△</span>



This line item pays to purchase all small hand tools and equipment needed for the Division to complete its daily tasks and services. Typical purchases include rakes, shovels, brooms, hand tools, and power tools.

**01-06-6-606 Supplies**

**\$ 9,000**

FY17/18 Actual:	\$ 9,858	FY18/19 Actual:	\$ 11,953
FY19/20 Budget:	\$ 8,000	FY19/20 Projected:	\$ 8,000
Budget to Proposed	12.5% <span style="color: red;">△</span>	Projected to Proposed	12.5% <span style="color: red;">△</span>



This line item pays to purchase a wide variety of items needed for daily activities. Typical purchases will include first-aid supplies, fasteners and bolts, lumber, paint, glass cleaner, weed killer, graffiti remover, batteries, tape, oil dry, and office materials.

**01-06-6-609 Alternate Ice Control Methods**

**\$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 30,803
FY19/20 Budget:	\$ 30,000	FY19/20 Projected:	\$ 27,000
Budget to Proposed	-100.0% <span style="color: green;">▽</span>	Projected to Proposed	-100.0% <span style="color: green;">▽</span>

This line item provides funds for the purchase of alternate ice-control material used to supplement rock salt during snow and ice-removal operations. Usually purchased as a liquid, this product consists of salt brine mixed with an organic beet juice to provide residual benefit days after application, and chloride to lower the temperature at which salt is effective. A distribution device within the plow truck’s spreader pan coats the salt with the solution to jump start the melting process and minimize the ability of salt to bounce as it is applied to pavement. Use of this product helps reduce the amount of salt used during winter operations and the amount of chlorides that find their way into local waterways.

Charges to this line item were relocated to the Motor Fuel Tax Fund, line item # 12-00-6-572, Ice Control Material, beginning in FY20/21, as these are eligible expenses.

**01-06-6-621 Materials to Maintain Equipment****\$ 35,000**

FY17/18 Actual:	\$ 30,868	FY18/19 Actual:	\$ 46,756
FY19/20 Budget:	\$ 32,000	FY19/20 Projected:	\$ 45,000
Budget to Proposed	9.4% <span style="color: red;">△</span>	Projected to Proposed	-22.2% <span style="color: green;">▽</span>



This line item funds the purchase of all materials, parts, and supplies needed for the maintenance of equipment assigned to the Street Division. Typical items range from filters, batteries, belts, and hoses to parts necessary to rebuild snowplows and salt spreaders. The majority of the expenses associated with this line item are for snowplow parts, material for salt spreaders, specialized composite blades and the replacement of blades damaged during winter operations.

**01-06-6-622 Materials to Maintain Vehicles****\$ 34,000**

FY17/18 Actual:	\$ 33,838	FY18/19 Actual:	\$ 36,871
FY19/20 Budget:	\$ 34,000	FY19/20 Projected:	\$ 25,500
Budget to Proposed	0.0%	Projected to Proposed	33.3% <span style="color: red;">△</span>



This line item pays to purchase all materials, parts, and supplies for the maintenance of vehicles assigned to the Street Maintenance Division. Typical items range from filters, belts, batteries, tires, engine parts, and hoses to parts needed to rebuild an engine or other major components of a truck. Due to vacancies in the mechanics positions for a period of time in FY19/20, services to maintain vehicles was outsourced resulting in a reduction of materials used by City staff.

**01-06-6-625 Materials to Maintain Storm Sewers****\$ 30,000**

FY17/18 Actual:	\$ 30,958	FY18/19 Actual:	\$ 39,757
FY19/20 Budget:	\$ 30,000	FY19/20 Projected:	\$ 30,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%



This line item funds the purchase of all materials and supplies needed for the repair and maintenance of the City's storm sewer system. Typical charges include sewer pipe, culverts, manhole blocks, castings, mortar, and material for the reconstruction of storm sewer intakes. Staff began a proactive storm sewer cleaning and maintenance program several years ago. While this activity provides the benefit of increasing capacity and possibly reducing the likelihood of surface flooding, it also exposes the need for additional repair and maintenance to infrastructure.

**01-06-6-627 Materials to Maintain Pavements**

**\$ 0**

FY17/18 Actual:	\$ 103,492	FY18/19 Actual:	\$ 73,879
FY19/20 Budget:	\$ 65,000	FY19/20 Projected:	\$ 65,000
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽



This line item pays for materials used by City employees for maintenance of the approximately 117-centerline roadway miles. The largest expense within this line item is roadway materials (both hot and cold asphalt) used by City employees. Cement and materials for concrete sidewalk and curb repair reside within this line item. Charges to this line item were relocated to the Motor Fuel Tax Fund line item # 12-00-6-573 beginning in FY20/21, as these are eligible expenses.

**01-06-6-629 Materials to Traffic Controls**

**\$ 25,000**

FY17/18 Actual:	\$ 19,386	FY18/19 Actual:	\$ 23,308
FY19/20 Budget:	\$ 22,000	FY19/20 Projected:	\$ 24,000
Budget to Proposed	13.6% △	Projected to Proposed	4.2% △



This line item funds the purchase of all signage material including special signs, street name signs, regulatory traffic signs, barricades, sign posts, and hardware, as well as the purchase of traffic paint for pavement marking. In FY19/20, new barricades, verticades, and cones were purchased.

**01-06-6-630 Materials to Maintain Street Lights**

**\$ 2,500**

FY17/18 Actual:	\$ 2,454	FY18/19 Actual:	\$ 27
FY19/20 Budget:	\$ 2,500	FY19/20 Projected:	\$ 300
Budget to Proposed	0.0%	Projected to Proposed	733.3% △



This line item pays for the purchase of all repair and maintenance items needed for City-owned street lights. Items typically purchased through this account include bulbs, lenses, fixtures, shields, ballasts, photocells, and wiring.

**01-06-7-720 Equipment**

**\$ 5,000**

FY17/18 Actual:	\$ 4,089	FY18/19 Actual:	\$ 1,974
FY19/20 Budget:	\$ 4,000	FY19/20 Projected:	\$ 6,200
Budget to Proposed	25.0% △	Projected to Proposed	-19.4% ▽



This line item funds the purchase of equipment used during normal operations within the Street Maintenance Division. In FY19/20 funds were used to purchase scraper blades and curb guards for snow plows. Funding for FY20/21 will be used to replace the current vibratory compactor, which is approaching two-decades in service.



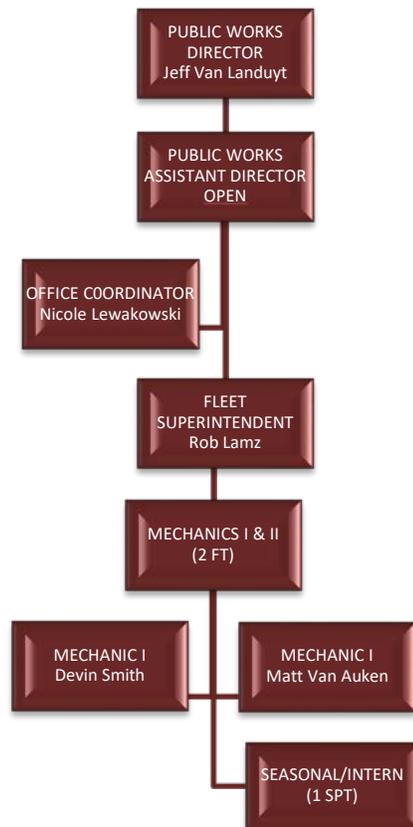
Annual Budget  
FY20/21

# Fleet Maintenance

## Fleet Maintenance Division

The Fleet Maintenance Division of the Department of Public Works provides the staff and facilities to service the entire fleet of vehicles and equipment owned by the City (Police, Public Works, Opera House, Recreation, and Building & Zoning). This includes a fleet of 80 vehicles, 57 pieces of major equipment, and numerous pieces of minor equipment.

### FLEET MAINTENANCE DIVISION – ORGANIZATIONAL CHART



<b>FLEET MAINTENANCE DIVISION - PERSONNEL SUMMARY</b>					
<b>AUTHORIZED POSITION/TITLE</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>	<b>+(-)</b>
Fleet Superintendent	1	1	1	1	0
Mechanic I or II	2	2	2	2	0
Seasonal/Intern - SPT	0.5	0.5	0.5	0.5	0
<b>TOTAL FULL TIME</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0</b>
<b>TOTAL SPT (FTE)</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0</b>

## **FY19/20 Accomplishments**

- Hired two new Maintenance Technicians after existing employees resigned.
- Replaced aging pressure washer in wash bay with newer, more powerful and heavy-duty unit.
- Arranged and remediated hazardous and/or special waste with a contractor at the Public Works, Emricson, and Davis Road facilities.
- Had as much as 1,000 gallons of waste oil disposed of from the Public Works and Davis Road facilities.
- Purchased and implemented a new used-oil receptacle with secondary containment for use at the Public Works facility.
- Maintained a 20-year CIP planning document to estimate life-cycles and long-range planning of vehicle and equipment replacement.
- Completed staff reports, ordering, upfitting, and integration of the following units:
  - Parks Division van;
  - Sewer & Water Maintenance Division F-350 with a service body;
  - Streets Division Peterbilt dump truck w/ closed-loop spreader;
  - Parks Division F-150 with aluminum flatbed;
  - Fleet Division F-350 with a service body;
  - Parks Division Kubota Zero-Turn mower;
  - Sewer & Water Maintenance Division Vactor; and
  - Parks Division Altoz-tracked Zero-turn mower.
- Provided guidance and training to help employees obtain their commercial driver's license.
- Continued sale of surplus vehicles and equipment via [www.GovDeals.com](http://www.GovDeals.com).
- Provided detailed monthly reports to the Public Works Director outlining tasks and accomplishments.
- Reviewed condition of City's vehicles and equipment and provided recommendations for replacement schedules that were included within the ten-year Capital Improvement Program. This annual review evaluates the overall condition and maintenance cost of vehicles and equipment to determine replacement schedules instead of solely relying on a fixed-time replacement cycle.
- Planned, scheduled, and completed annual service and preparation of seasonal equipment to ensure the equipment was ready and in good working order to provide services to residents. This included seasonal inspection and preparation of mowing equipment, roadside mowers, street sweepers, leaf collection equipment, and snow removal equipment.
- Assisted in calibration of all snow removal granular and liquid spreader controls at the beginning of the season and instructed employees on the proper use and data retrieval after use.
- Trained employees in the use of the forklift.

## **FY20/21 Goals and Objectives**

- Train two new Maintenance Technicians to work safely, efficiently, and proactively with maintenance actions/trends.
- Help Maintenance Technicians obtain their CDL licenses.
- Continue use and implementation of the features found within the Dossier Fleet Maintenance software:
  - Capturing more inventory within the parts module;
  - Rolling out superintendent service reporting;
  - Utilizing schedules/PM services; and
  - Exercise the use of training opportunities when available and appropriate.
- Attend and participate in more intergovernmental meetings or organizations, such as the Municipal Fleet Manager's Association, to gather and share information that could be beneficial to the City of

Woodstock and its Fleet Maintenance Division.

- Arrange participation for fleet maintenance employees in factory training provided by Elgin Sweeper and Vactor.
- Evaluate the usefulness of the medium-duty dump truck in the Streets Division and the light-duty flatbed truck in the Parks Division.
- Plan, schedule, and complete services based on priority and the needs of the various departments and importance to the City's operations.
- Provide customer with follow-up concerning work completed within one day once the vehicle/equipment is ready for return to service.
- Plan, schedule, and complete all routine preventative maintenance on all vehicles and equipment to protect the City's initial investment.
- Set work and maintenance schedules to minimize the amount of down time for vehicle and equipment during repairs.
- Follow standard quality control practices to ensure work is done completely the first time and to improve the reliability of vehicles and equipment.
- Identify vehicles and equipment that should be replaced based on frequency of repairs, cost to repair and maintain, reliability of use and safety.
- Evaluate and assess every vehicle and piece of equipment scheduled for replacement for suitability of use by other City departments.
- Identify and schedule training for mechanics for changes in manufacturers' systems and current model year information.
- Complete training of mechanics for the service and maintenance for all new vehicles and equipment purchased by the City.
- Provide in-house training of Public Works employees for proper and safe use of vehicles and equipment.

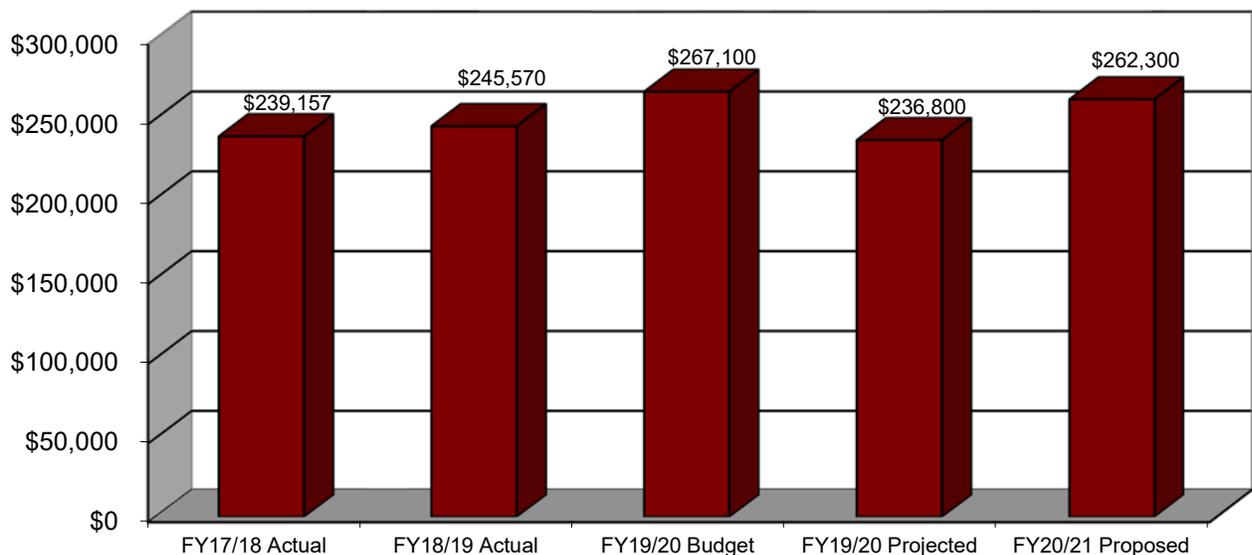
**Performance Measures**

Item	Goal	Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Estimated
Internal Training	Provide a minimum of 40 hours of documented training for division employees each year	Hours per employee	40	37	28
Police Vehicle Coverions	Remove equipment from existing squad cars and install in new vehicles	Number of Conversions	3	3	3
Surplus Vehicles & Equipment	Revenue obtained from surplus vehicle sales	Dollar amount	\$34,500	\$24,950	\$40,000
Safety Lane Inspections	Inspect and repair units to pass semi-annual inspection by the State of Illinois	Units inspected	48	48	48

**General Corporate Fund - Fleet Maintenance Division**

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
<b>SALARIES</b>						
01-07-3-408	Supervisor	\$ 69,819	\$ 77,687	\$ 77,100	\$ 77,100	\$ 82,700
01-07-3-415	Maintenance	108,263	108,263	119,800	101,800	113,900
01-07-3-431	Temporary Labor	-	8,713	10,000	-	10,000
01-07-3-445	Overtime	-	546	200	500	200
01-07-3-451	Sick Leave Conversion	1,578	1,653	2,700	2,000	1,900
	<b>TOTAL SALARIES</b>	<b>\$ 179,660</b>	<b>\$ 196,862</b>	<b>\$ 209,800</b>	<b>\$ 181,400</b>	<b>\$ 208,700</b>
<b>PERSONAL SERVICES</b>						
01-07-4-453	Uniforms	\$ 2,578	\$ 2,597	\$ 3,000	\$ 3,000	\$ 3,000
	<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 2,578</b>	<b>\$ 2,597</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>
<b>CONTRACTUAL SERVICES</b>						
01-07-5-550	Service to Maintain Buildings	\$ 20,318	\$ 16,529	\$ 20,000	\$ 20,000	\$ 20,000
01-07-5-552	Service to Maintain Equipment	3,061	2,755	4,000	2,000	4,000
01-07-5-553	Service to Maintain Vehicles	418	-	300	-	300
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 23,797</b>	<b>\$ 19,284</b>	<b>\$ 24,300</b>	<b>\$ 22,000</b>	<b>\$ 24,300</b>
<b>COMMODITIES</b>						
01-07-6-602	Gas & Oil	\$ 876	\$ 1,735	\$ 2,000	\$ 2,000	\$ 2,000
01-07-6-605	Tools	4,440	3,706	4,000	4,000	4,000
01-07-6-606	Supplies	3,501	4,223	4,000	4,000	4,000
01-07-6-613	Water & Sewer	334	958	1,000	1,000	1,000
01-07-6-620	Materials to Maintain Buildings	2,334	1,093	3,200	3,600	3,500
01-07-6-621	Materials to Maintain Equipment	685	572	1,000	1,000	1,000
01-07-6-622	Materials to Maintain Vehicles	554	363	800	800	800
	<b>TOTAL COMMODITIES</b>	<b>\$ 12,724</b>	<b>\$ 12,650</b>	<b>\$ 16,000</b>	<b>\$ 16,400</b>	<b>\$ 16,300</b>
<b>CAPITAL OUTLAY</b>						
01-07-7-720	Equipment	\$ 20,398	\$ 14,177	\$ 14,000	\$ 14,000	\$ 10,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 20,398</b>	<b>\$ 14,177</b>	<b>\$ 14,000</b>	<b>\$ 14,000</b>	<b>\$ 10,000</b>
	<b>TOTAL FLEET MAINTENANCE EXPENSES</b>	<b>\$ 239,157</b>	<b>\$ 245,570</b>	<b>\$ 267,100</b>	<b>\$ 236,800</b>	<b>\$ 262,300</b>

**BUDGET COMPARISON**



**FY20/21 SCHEDULE OF VEHICLES & EQUIPMENT**

The following table provides a summary of the City’s current inventory of vehicles and major equipment.

DEPARTMENT	# OF VEHICLES	# OF PIECES OF EQUIPMENT	TOTAL
Fleet Maintenance	2*	1	3
Building & Zoning	4*	0	4
City Manager’s Office	1	0	1
Opera House	1	0	1
Parks	8.5***	23	31.5
Police	22	6	28
Public Works Administration	2*	0	2
Recreation	2*	0	2
Streets	22.5***	15**	37.5
Sewer & Water Maintenance	9	7	16
Water Treatment	2	1	3
Wastewater Treatment	3*	4	7
<b>TOTALS</b>	<b>79*</b>	<b>57**</b>	<b>136</b>

\* Includes the re-use of former Police vehicles.

\*\* Includes the re-use of equipment previously used by other divisions.

\*\*\* Includes units shared between divisions.

**Fleet Maintenance Division Line Item Descriptions**

01-07-3-408 Supervisor \$ 82,700

FY17/18 Actual:	\$ 69,819	FY18/19 Actual:	\$ 77,687
FY19/20 Budget:	\$ 77,100	FY19/20 Projected:	\$ 77,100
Budget to Proposed	7.3% <span style="color: red;">△</span>	Projected to Proposed	7.3% <span style="color: red;">△</span>



This line item represents the salary for the Fleet Maintenance Superintendent. This position is responsible for scheduling and coordinating maintenance and repairs to the City’s vehicle and equipment fleet. The Superintendent also manages the City’s fuel procurement program, evaluates the fleet for appropriateness and replacement, along with other programs related to Public Works operations. This amount is consistent with the City’s Compensation Plan for non-unionized positions and incorporates any “bring to minimum” pay increases as well as an opportunity for a merit pay increase based on the City’s approved merit program.

**01-07-3-415 Maintenance**

**\$ 113,900**

FY17/18 Actual:	\$ 108,263	FY18/19 Actual:	\$ 108,263
FY19/20 Budget:	\$ 119,800	FY19/20 Projected:	\$ 101,800
Budget to Proposed	-4.9% ▽	Projected to Proposed	11.9% △



This line item funds salaries for two technicians based on the collective bargaining agreement with Local 150. In FY19/20 tenured employees in this Division left the City for positions elsewhere. Two new Maintenance Technicians were hired.

**01-07-3-431 Temporary Labor**

**\$ 10,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 8,713
FY19/20 Budget:	\$ 10,000	FY19/20 Projected:	\$ 0
Budget to Proposed	0.0%	Projected to Proposed	N/A



The position funded through this line item will provide seasonal assistance to existing Fleet staff during its period of high demand. This position will also perform light maintenance tasks including oil changes, brake jobs, exhaust repair, and preparing vehicles for safety lane inspections. It is possible that this position could be filled with interns from Woodstock High School or McHenry County College.

**01-07-3-445 Overtime**

**\$ 200**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 546
FY19/20 Budget:	\$ 200	FY19/20 Projected:	\$ 500
Budget to Proposed	0.0%	Projected to Proposed	-60.0% ▽



Fleet Maintenance staff performs tasks for divisions daily within the City of Woodstock. Funds requested will be used for fleet-related emergencies such as response for fuel island issues or similar needs.

**01-07-4-451 Sick Leave Conversion**

**\$ 1,900**

FY17/18 Actual:	\$ 1,578	FY18/19 Actual:	\$ 1,653
FY19/20 Budget:	\$ 2,700	FY19/20 Projected:	\$ 2,000
Budget to Proposed	-29.6% ▽	Projected to Proposed	-5.0% ▽



The sick leave conversion benefit provides for the accumulation of a maximum of 800 hours (100 days) of sick leave with any amount over this paid at 50%. The 50% benefit goes toward funding employee health insurance contributions for eligible employees. One employee in this division has 800 hours of sick leave accumulated at the start of FY20/21.

**01-07-4-453 Uniforms**

**\$ 3,000**

FY17/18 Actual:	\$ 2,578	FY18/19 Actual:	\$ 2,597
FY19/20 Budget:	\$ 3,000	FY19/20 Projected:	\$ 3,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%



Charges to this line item include contract cost for weekly uniform service (which includes uniforms and shop towels) and a small amount for the purchase of T-shirts, jackets, coats and other clothing items for three full-time employees.

**01-07-5-550 Service to Maintain Buildings**

**\$ 20,000**

FY17/18 Actual:	\$ 20,318	FY18/19 Actual:	\$ 16,529
FY19/20 Budget:	\$ 20,000	FY19/20 Projected:	\$ 20,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%



This line item is to fund any outside contract services needed for the maintenance of the Public Works facilities and grounds at 326 Washington Street. This includes the janitorial contract, HVAC agreement, electrical, plumbing, and roof troubleshooting & repair. Previously deferred improvements to the building resulted in a rise in funding in comparison to previous years. However, that increase is appropriate when compared to the extremely high cost of constructing a new facility. In FY19/20 the City installed key FOBS on the two main building entrances, so locks can be reprogrammed instead of being re-keyed.

**01-07-5-552 Service to Maintain Equipment**

**\$ 4,000**

FY17/18 Actual:	\$ 3,061	FY18/19 Actual:	\$ 2,755
FY19/20 Budget:	\$ 4,000	FY19/20 Projected:	\$ 2,000
Budget to Proposed	0.0%	Projected to Proposed	100.0% <span style="color: red;">△</span>



This line item funds the cost of service and repair to equipment within the Fleet Division. Items covered include above-ground lifts, tire machines, lubrication system, fuel island, pressure washer, welder, and associated equipment.

**01-07-5-553 Service to Maintain Vehicles**

**\$ 300**

FY17/18 Actual:	\$ 418	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 300	FY19/20 Projected:	\$ 0
Budget to Proposed	0.0%	Projected to Proposed	N/A



This line item funds the outside service and repair costs on two vehicles within the Fleet Division including one pickup truck and a former police vehicle. Projected overages for FY17/18 were due to unforeseen repairs including a windshield replacement on the pickup.

**01-07-6-602 Gas and Oil**

**\$ 2,000**

FY17/18 Actual:	\$ 876	FY18/19 Actual:	\$ 1,735
FY19/20 Budget:	\$ 2,000	FY19/20 Projected:	\$ 2,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%



This line item includes fuel charges for two vehicles within the division as well as propane for the forklift used at the Public Works facility. The increase for FY18/19 reflects rising fuel prices and increased use.

**01-07-6-605 Tools** **\$ 4,000**

FY17/18 Actual:	\$ 4,440	FY18/19 Actual:	\$ 3,706
FY19/20 Budget:	\$ 4,000	FY19/20 Projected:	\$ 4,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%



This line item funds the purchase of hand tools and small power tools essential for the maintenance of the City's fleet. Staff recommends additional funding to this line item due to the increasing complexity of vehicles and equipment. Making repairs with simple tools is becoming outdated, as many systems require specialized items to complete efficient repairs. New mandates in tire pressure monitoring, fuel emissions, fuel economy, and computerized components have driven this need.

**01-07-6-606 Supplies** **\$ 4,000**

FY17/18 Actual:	\$ 3,501	FY18/19 Actual:	\$ 4,223
FY19/20 Budget:	\$ 4,000	FY19/20 Projected:	\$ 4,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%



Purchases charged to this line item include consumables not associated with repairs to a particular unit. Items include, but are not limited to, disposable towels, abrasives, aerosols, and first aid.

**01-07-6-613 Water & Sewer** **\$ 1,000**

FY17/18 Actual:	\$ 334	FY18/19 Actual:	\$ 958
FY19/20 Budget:	\$ 1,000	FY19/20 Projected:	\$ 1,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%



Divisional line items provide funds consistent with regular billing for water and sewer service as the Water & Sewer Fund is a distinct fund within the City's budget. The identified increase reflects greater use as divisions take a more proactive approach to unit cleanliness.

**01-07-6-620 Materials to Maintain Buildings** **\$ 3,500**

FY17/18 Actual:	\$ 2,334	FY18/19 Actual:	\$ 1,093
FY19/20 Budget:	\$ 3,200	FY19/20 Projected:	\$ 3,600
Budget to Proposed	9.4% <span style="color: red;">△</span>	Projected to Proposed	-2.8% <span style="color: green;">▽</span>



This line item funds purchase of material for work performed by City employees at the Public Works facility. Typical items include lamps, paint, caulk, hardware, and miscellaneous building supplies. In FY19/20 funds paid for two cameras that were installed at Public Works by City staff. This was a goal of the City's since the fiber optic line was installed a few years ago.

**01-07-6-621 Materials to Maintain Equipment** **\$ 1,000**

FY17/18 Actual:	\$ 685	FY18/19 Actual:	\$ 572
FY19/20 Budget:	\$ 1,000	FY19/20 Projected:	\$ 1,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%



This line item funds purchase of material for the in-house repair of shop equipment. This includes lifts, tire machines, power wash equipment, welders, saws, and the forklift.

**01-07-6-622 Materials to Maintain Vehicles**

**\$ 800**

FY17/18 Actual:	\$ 554	FY18/19 Actual:	\$ 363
FY19/20 Budget:	\$ 800	FY19/20 Projected:	\$ 800
Budget to Proposed	0.0%	Projected to Proposed	0.0%



This line item funds purchases of normal maintenance items such as filters, belts, hoses, tires, brakes, etc. for the two vehicles in this division.

**01-07-7-720 Equipment**

**\$ 10,000**

FY17/18 Actual:	\$ 20,398	FY18/19 Actual:	\$ 14,177
FY19/20 Budget:	\$ 14,000	FY19/20 Projected:	\$ 14,000
Budget to Proposed	-28.6% ▽	Projected to Proposed	-28.6% ▽



This line item funds annual equipment purchases that include diagnostic equipment, shop equipment, or specialty tool purchases. Past examples of purchases from this line item are an A/C service machine, Genesys diagnostic scanner, cantilevered racking, transmission machine, and Ford IDS computer.



Annual Budget  
FY20/21

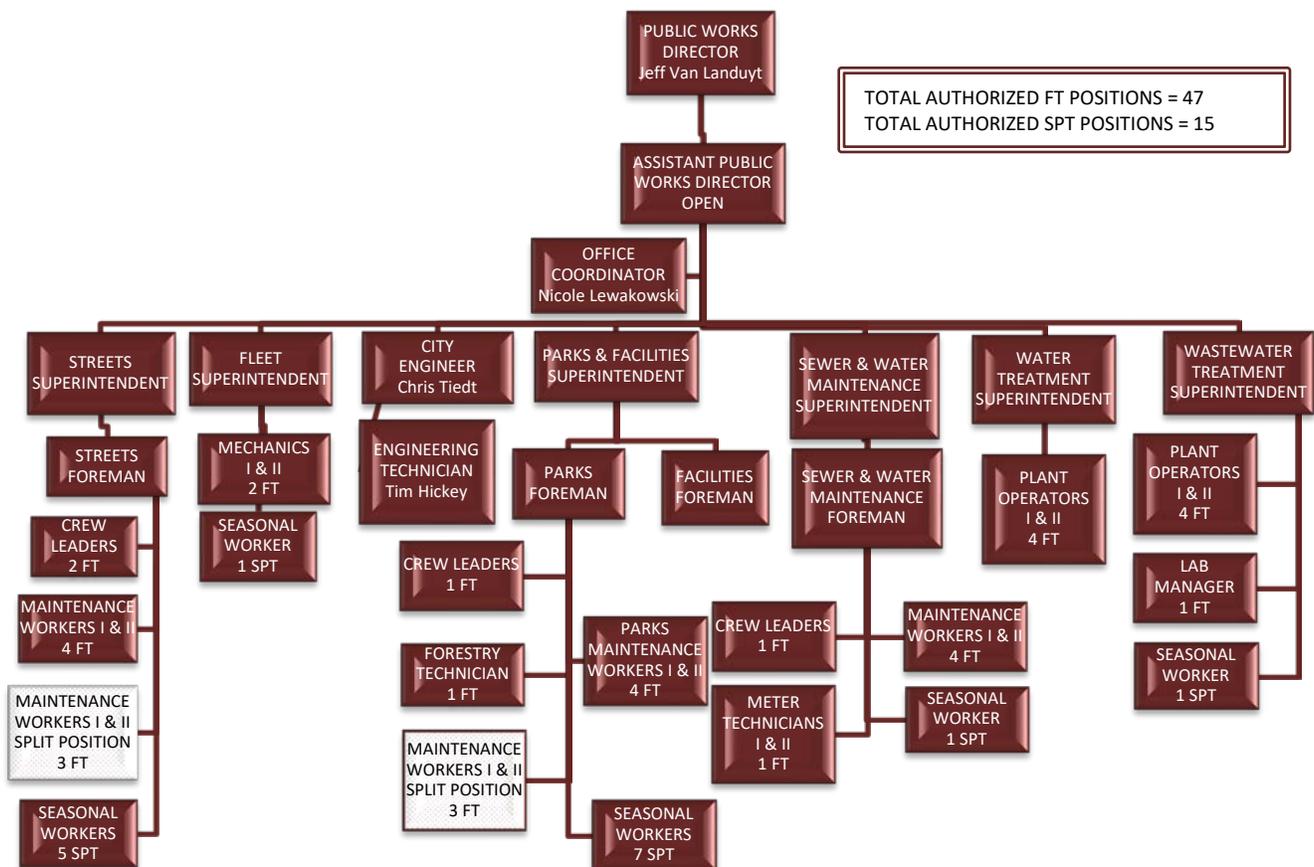
# **DPW Administration**

## Public Works Administration Division

This Public Works Administration Division provides direction and management assistance to seven (7) Public Works operating divisions, training and support for all Public Works employees, administration of capital improvements, and engineering services. Consequently, many of the activities and costs included within this budget involve all Public Works employees across all divisions of the Department of Public Works. In addition, Public Works Administrative staff members are the first point of contact for park user groups, residents and business owners who are looking for assistance in managing their neighborhoods and private properties, residents who might be having difficulty with the City's infrastructure, and developers looking to invest in the City's future.



### PUBLIC WORKS ADMINISTRATION DIVISION – ORGANIZATIONAL CHART



<b>PUBLIC WORKS ADMINISTRATION DIVISION – PERSONNEL SUMMARY</b>					
<b>AUTHORIZED POSITION/TITLE</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>	<b>+(-)</b>
Director	1	1	1	1	0
Assistant Director	1	1	1	1	0
City Engineer	1	1	1	1	0
Office Coordinator	1	1	1	1	0
Engineering Technician	0	1	1	1	0
Seasonal/Intern - SPT	0.5	0	0	0	0
<b>TOTAL FULL TIME</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>0</b>
<b>TOTAL SPT (FTE)</b>	<b>0.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### FY19/20 Accomplishments

- Provided oversight on all capital improvement projects including street resurfacing, crack sealing, pavement marking, Downtown brick pavement maintenance, TIF District hazardous sidewalk improvements, application of Reclamite, and storm sewer improvements.
- Participated in the planning and successful execution of the City’s annual Summer in the Park community event.
- Procured the replacement of major pieces of equipment including two Zero-turn mowers for the Parks Division, one Fleet Maintenance Division pickup truck, one Parks Division pickup truck, one Parks Division Utility Van, a 1-ton dump truck and a 5-ton dump truck for the Street Division.
- Coordinated Public Works’ resources needed to support and help make community events successful.
- Managed the right-of-way opening and oversize/overweight permit processes.
- Managed the annual mosquito abatement program.
- Secured all Downtown snow removal contracted services.
- Participated in a group made up of Public Works Directors, Engineers, and Superintendents who meet bi-monthly. This group, referred to as the McHenry County Municipal Partnering Initiative (MC MPI), operates under the guise of becoming more efficient and educated about services that all of us administer. In addition, the City of Woodstock participated in joint bids with these partners, all of which reduced costs in the administration of common contracts.
- Engineering and Land Acquisition activity continued throughout the budget year in an effort to secure a March 2021 bid letting for the construction of a roundabout at the intersection of Lake/ South/ Madison.
- The Assistant Public Works Director/ City Engineer resigned on October 11, 2019 leaving two vacant positions within the Administrative Office. The then vacant City Engineer position was filled with a start date of December 30, 2019. The Assistant Public Works Director position remains vacant. The vacant Street Superintendent position was filled on June 17, 2019 and a vacant Office Manager position was filled on August 12, 2019. A new Facility Foreman position was filled via the promotion of an existing Public Works employee.
- In addition, the Office Coordinator resigned effective April 17, 2020 after serving for eight months. A new Office Coordinator was hired in March 2020 to fill that role.
- PW Administrative staff served as liaisons to the Transportation Commission and the Environmental Commission. Staff also attended Parks & Recreation Commission meetings serving in an advisory role.
- Administrative staff represented the City of Woodstock at McHenry County’s Transportation Advisory Committee, Council of Mayors, and the McHenry County Stormwater Commission meetings.

- Extended an Intergovernmental Agreement (IGA) for participation in MCRide services, approved for calendar year 2020.
- Relocation of the Lawrence Avenue storm sewer from the rear yards out into the public right-of-way was constructed in February 2020.
- Planned and presented to the City Council and the public an enhanced five-year street resurfacing program.
- Required OSHA training for all Public Works employees was facilitated by MCMRMA, and employee training tailored to specific job duties was provided under the supervision of division Superintendents.
- Public Works cleaned out the Jackson Street building that was donated by Centegra in order for it to be leased and utilized by the Pioneer Center. In addition, downspouts were re-routed away from the building and all fascia, soffit and wood frame windows were primed and painted.
- An agreement between the City and Visit McHenry County allowed for the initiation of a Zagster bike rental program. Public Works constructed a limestone pad for the bike station just north of the Clay Street Metra Lot and the station was in operation throughout the summer months.
- The Environmental Defenders received an electric vehicle charging station through a grant and they donated the station to the City. The City will be installing it in the southeast corner of the Throop Street Metra Lot before the end of April, 2020. There are more spaces in this location for additional stations if the City desires to expand this service to owners of electric vehicles.
- Public Works was subjected to an unannounced inspection of the Public Works Facilities on Friday, December 13<sup>th</sup>. All but one of the citations were rectified during the inspection and the single outstanding citation was rectified on January 29<sup>th</sup>. No monetary fines were imposed as a result of this random inspection.
- The City's labor contract for Public Works Employees represented by Local 150 expired on April 30, 2018. The City worked throughout this fiscal year to ratify a new agreement with represented employees. It is hopeful that a new contract can be agreed upon before the end of March, 2020.

### **FY20/21 Goals and Objectives**

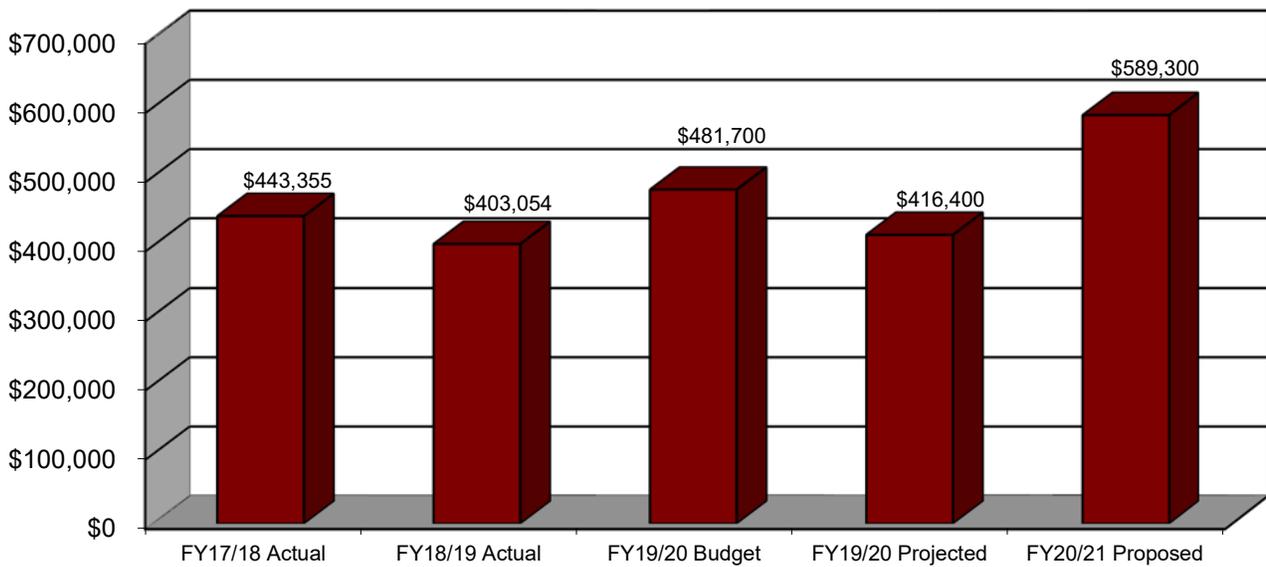
- The Public Works Director will retire in calendar year 2020 after thirty-nine years of public service. A new Director was hired prior to the start of FY20/21. Sometime in calendar year 2020, the new Public Works Director will hire a competent individual to fill the vacant Assistant Public Works Director Position.
- Continue to identify and evaluate efficient ways to provide essential services to Woodstock residents.
- Continue to investigate programs and procedures related to Street resurfacing that would stretch available revenue and bring greater efficiency to resurfacing and maintenance projects and programs. An enhanced street resurfacing program with expenditures totaling \$10 million dollars will be administered in calendar year 2020.
- Provide oversight on all capital improvement projects to ensure proper management and use of the City's limited financial resources.
- Keep the focus of Public Works employees on attention to detail and the appearance of the public rights-of-way, park land, and City-owned grounds and infrastructure.
- Participate in the planning and execution of the City's annual Summer in the Park community event.
- Obtain authorization for temporary parking restrictions and coordinate Public Works' resources needed to support and help make approved community events successful.
- Provide funding for specialized training and educational seminars specific to street, fleet, park, facility, and General Fund operations to develop a qualified staff with specialized skills.

- PW Administrative staff will continue to serve as liaisons to the Transportation Commission and the Environmental Commission. Staff will also attend Parks & Recreation Commission meetings and serve in an advisory role.
- Administrative staff will continue to represent the City of Woodstock in meetings at the McHenry County's Transportation Advisory Committee and the Council of Mayors.
- Coordinate the completion of Phase 2 engineering, which includes land acquisition for the South/Lake/Madison roundabout in an effort to move this project to construction in the spring of 2021.
- Continue a contract with Zagster to operate a bike rental facility here in Woodstock with a season start-up on or around April 1, 2020.
- The City will manage the construction of a warming shelter, which will be funded through a grant from Metra. The shelter will be constructed on the opposite side of the tracks from the existing train station. In addition, improvements to the existing train station will occur in 2020 with funds provided by Metra.
- The City will work with the Illinois Department of Transportation to prepare for the reconstruction of IL Route 47 from US Route 14 to IL Route 120. A consultant was selected in FY19/20 to represent the City on items related to utility relocation, corridor lighting, and landscaping.

**Performance Measures**

Item	Goal	Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Estimated
Outside Training Opportunities	Provide at least 10 different training opportunities for General Fund employees of the PW organization during the fiscal year		17	9	10
Oversight for all major maintenance & construction projects	Evaluate recommended solutions, write specifications, receive bids, secure City Council approvals, manage projects to completion		45	41	38
Oversize/overweight permits	Facilitate the permitting of oversize/overweight vehicles in roads under City jurisdiction		98 permits	73 permits	115 permits
Provide support & oversight for Community events	Attend coordination meetings, set schedule for needs, assign to staff		49	57	90

**BUDGET COMPARISON**



**General Corporate Fund - Public Works Administration Department**

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
<b>SALARIES</b>						
01-08-3-402	Public Works Director	\$ 129,038	\$ 134,237	\$ 138,000	\$ 138,000	\$ 273,200
01-08-3-403	Assistant Public Works Director	103,862	43,355	116,900	63,800	42,900
01-08-3-404	Engineering	121,073	142,868	132,400	103,500	178,100
01-08-3-406	Office Coordinator	45,805	47,073	48,400	48,800	52,000
01-08-3-451	Sick Leave Conversion	2,966	2,571	3,200	3,200	-
	<b>TOTAL SALARIES</b>	<b>\$ 402,744</b>	<b>\$ 370,104</b>	<b>\$ 438,900</b>	<b>\$ 357,300</b>	<b>\$ 546,200</b>
<b>PERSONAL SERVICES</b>						
01-08-4-452	Travel & Training	\$ 3,728	\$ 4,513	\$ 6,500	\$ 4,500	\$ 6,500
01-08-4-453	Uniforms	649	635	800	800	800
01-08-4-454	Dues & Subscriptions	2,075	2,471	2,500	2,400	2,500
	<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 6,452</b>	<b>\$ 7,619</b>	<b>\$ 9,800</b>	<b>\$ 7,700</b>	<b>\$ 9,800</b>
<b>CONTRACTUAL SERVICES</b>						
01-08-5-501	Communications	\$ 6,870	\$ 7,567	\$ 8,000	\$ 7,000	\$ 8,000
01-08-5-502	Legal Expenses	784	593	5,000	3,000	3,000
01-08-5-503	Engineering Services	17,162	8,508	6,000	29,100	8,000
01-08-5-537	Printing Services	72	-	100	500	500
01-08-5-538	IEPA MS4 Permit Fees	1,000	1,000	1,000	1,000	1,000
01-08-5-552	Service to Maintain Equipment	553	440	1,500	1,000	1,500
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 26,441</b>	<b>\$ 18,108</b>	<b>\$ 21,600</b>	<b>\$ 41,600</b>	<b>\$ 22,000</b>
<b>COMMODITIES</b>						
01-08-6-601	Postage	\$ 1,086	\$ 540	\$ 1,100	\$ 600	\$ 1,000
01-08-6-602	Gasoline & Oil	1,137	1,977	1,800	1,800	1,800
01-08-6-606	Supplies	3,269	3,515	3,500	3,400	3,500
01-08-6-622	Material to Maintain Vehicles	350	1,191	1,500	500	1,500
	<b>TOTAL COMMODITIES</b>	<b>\$ 5,842</b>	<b>\$ 7,223</b>	<b>\$ 7,900</b>	<b>\$ 6,300</b>	<b>\$ 7,800</b>
<b>CAPITAL OUTLAY</b>						
01-08-7-720	Equipment	\$ 1,876	\$ -	\$ 3,500	\$ 3,500	\$ 3,500
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 1,876</b>	<b>\$ -</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>
	<b>TOTAL PUBLIC WORKS ADMINISTRATION</b>	<b>\$ 443,355</b>	<b>\$ 403,054</b>	<b>\$ 481,700</b>	<b>\$ 416,400</b>	<b>\$ 589,300</b>

## Public Works Administration Division Line Item Descriptions

### 01-08-3-402 Public Works Director \$ 273,200

FY17/18 Actual:	\$ 129,038	FY18/19 Actual:	\$ 134,237
FY19/20 Budget:	\$ 138,000	FY19/20 Projected:	\$ 138,000
Budget to Proposed	98.0% <span style="color: red;">△</span>	Projected to Proposed	98.0% <span style="color: red;">△</span>

This line item funds the salary for the Public Works Director. In FY20/21 the seated Public Works Director will retire and a new Director will be hired. These two employees are expected to work alongside each other for a period to ensure a smooth transition. The amount projected for FY20/21 reflects the final payouts and some overlap within the position. Wage amounts are consistent with the City's Compensation Plan for non-unionized positions and incorporates any "bring to minimum" pay increases as well as an opportunity for a merit pay increase based on the City's approved merit program.

### 01-08-3-403 Assistant Public Works Director \$ 42,900

FY17/18 Actual:	\$ 103,862	FY18/19 Actual:	\$ 43,355
FY19/20 Budget:	\$ 116,900	FY19/20 Projected:	\$ 63,800
Budget to Proposed	-63.3% <span style="color: green;">▽</span>	Projected to Proposed	-32.8% <span style="color: green;">▽</span>

This line item funds the salary for the Assistant Public Works Director. The Assistant Director resigned in October 2019. This position is not likely to be filled before May 1, 2020. Wage amounts are consistent with the City's Compensation Plan for non-unionized positions and incorporates any "bring to minimum" pay increases as well as an opportunity for a merit pay increase based on the City's approved merit program.

### 01-08-3-404 Engineering \$ 178,100

FY17/18 Actual:	\$ 121,073	FY18/19 Actual:	\$ 142,868
FY19/20 Budget:	\$ 132,400	FY19/20 Projected:	\$ 103,500
Budget to Proposed	34.5% <span style="color: red;">△</span>	Projected to Proposed	72.1% <span style="color: red;">△</span>

This line item funds two positions within Public Works. The first position is the City Engineer and the second position, which was new in FY17/18, is a Construction Engineering Inspector. The City Engineer, who was a tenured employee, retired in October 2017. The employee who replaced him was promoted to the Assistant Director of Public Works in March 2019 and subsequently resigned to go back into consulting engineering in October 2019. A new City Engineer was hired in December 2019.

In the case of both the City Engineer and the Construction Engineering Inspector, both positions are filled and wage amounts are consistent with the City's Compensation Plan for non-unionized positions and incorporates any "bring to minimum" pay increases as well as an opportunity for a merit pay increase based on the City's approved merit program.

**01-08-3-406 Office Coordinator \$ 52,000**

FY17/18 Actual:	\$ 45,805	FY18/19 Actual:	\$ 47,073
FY19/20 Budget:	\$ 48,400	FY19/20 Projected:	\$ 48,800
Budget to Proposed	7.4% <span style="color: red;">△</span>	Projected to Proposed	6.6% <span style="color: red;">△</span>

This line item funds the salary for the Public Works Office Coordinator, whose position prior to the Compensation Study facilitated by McGrath Human Resources Group, was titled Office Manager. This amount is consistent with the City’s Compensation Plan for non-unionized positions and incorporates any “bring to minimum” pay increases as well as an opportunity for a merit pay increase based on the City’s approved merit program.

**01-08-3-451 Sick Leave Conversion \$ 0**

FY17/18 Actual:	\$ 2,966	FY18/19 Actual:	\$ 2,571
FY19/20 Budget:	\$ 3,200	FY19/20 Projected:	\$ 3,200
Budget to Proposed	-100.0% <span style="color: green;">▽</span>	Projected to Proposed	-100.0% <span style="color: green;">▽</span>

The sick leave conversion benefit provides for the accumulation of a maximum of 800 hours (100 days) of sick leave with any amount over this paid at 50%, but applied to employee health insurance contributions. One employee in Public Works Administration was eligible for this benefit in FY19/20, and with the retirement of the Director, no employees will be eligible in FY20/21.

**01-08-4-452 Travel & Training \$ 6,500**

FY17/18 Actual:	\$ 3,728	FY18/19 Actual:	\$ 4,513
FY19/20 Budget:	\$ 6,500	FY19/20 Projected:	\$ 4,500
Budget to Proposed	0.0%	Projected to Proposed	44.4% <span style="color: red;">△</span>

Costs for travel and training for all General Corporate Public Works divisions are centralized in this budget. Therefore, no training costs are included in the individual divisions’ budgets, and this line item includes training for all Public Works employees supported by the General Fund and the Parks Fund, which includes Public Works Administration, Streets, Parks, and Fleet Maintenance.

**01-08-4-453 Uniforms \$ 800**

FY17/18 Actual:	\$ 649	FY18/19 Actual:	\$ 635
FY19/20 Budget:	\$ 800	FY19/20 Projected:	\$ 800
Budget to Proposed	0.0%	Projected to Proposed	0.0%

Charges to this line item are for uniform items purchased for the Administration staff, which can include safety vests, rain coats, gloves, and shirts. Even though the employees in Administration are considered primarily as “office staff,” they are also required to go out in all weather conditions to evaluate problems and requests from residents. The increase in FY17/18 was used to purchase uniform items for the new Construction Engineering Inspector and the cost in FY18/19 outfitted the new City Engineer. It is likely that two more professionals will be joining Public Works Administration in 2020 replacing those already seated in the Director and the Office Coordinator positions. Uniforms will be made available to the Assistant Public Works Director in FY20/21.

**01-08-4-454 Dues & Subscriptions \$ 2,500**

FY17/18 Actual:	\$ 2,075	FY18/19 Actual:	\$ 2,471
FY19/20 Budget:	\$ 2,500	FY19/20 Projected:	\$ 2,400
Budget to Proposed	0.0%	Projected to Proposed	4.2% <span style="color: red;">△</span>

All costs for dues, subscriptions, and reference materials for all General Corporate Public Works divisions are centralized in this budget. Typical annual expenses include membership dues in the American Public Works Association, Illinois Parks and Recreation Association, International Society of Arboriculture, and the Conservation at Work Program (TLC). Costs are also incurred for engineering license fees and CDL license fees for General Fund employees.

**01-08-5-501 Communications \$ 8,000**

FY17/18 Actual:	\$ 6,870	FY18/19 Actual:	\$ 7,567
FY19/20 Budget:	\$ 8,000	FY19/20 Projected:	\$ 7,000
Budget to Proposed	0.0%	Projected to Proposed	14.3% <span style="color: red;">△</span>

All costs related to the maintenance and replacement of phones, and phone usage costs for the Public Works Facility are charged to this line item, as well as the monthly cell phone service charges for all General Corporate Public Works employees.

**01-08-5-502 Legal Expenses \$ 3,000**

FY17/18 Actual:	\$ 784	FY18/19 Actual:	\$ 593
FY19/20 Budget:	\$ 5,000	FY19/20 Projected:	\$ 3,000
Budget to Proposed	-40.0% <span style="color: green;">▽</span>	Projected to Proposed	0.0%

This line item is used to pay legal fees directly attributable to General Corporate Public Works division activities. Legal services may be required for claims submitted by property owners for encroachment issues, documentation of easements, and verification of rights-of-way. In FY19/20 the City required legal assistance associated with the Zagster bike rental program, the acquisition of land on South Street adjacent to the entrance to Emricson Park, and some property issues on Lawrence Avenue and Donegal Court. Most of these issues were unanticipated at the time of budget preparation.

**01-08-5-503 Engineering Services \$ 8,000**

FY17/18 Actual:	\$ 17,162	FY18/19 Actual:	\$ 8,508
FY19/20 Budget:	\$ 6,000	FY19/20 Projected:	\$ 29,100
Budget to Proposed	33.3% <span style="color: red;">△</span>	Projected to Proposed	-72.5% <span style="color: green;">▽</span>

This line item is to be used for the payment of engineering services for projects that the in-house engineering staff need assistance with as they relate to Public Works general administration responsibilities. This includes, but is not limited to, traffic studies, general engineering support, property surveys, map preparation, and engineering exhibits. The use of consultants for plan review increased in FY17/18 following the retirement of the City Engineer. The City filled the City Engineer position prior to the beginning of FY18/19 and then in FY19/20 the City found itself with a vacant City Engineer position again. For approximately two months, the City paid a consultant to serve as the City Engineer.

**01-08-5-537 Printing Services** **\$ 500**

FY17/18 Actual:	\$ 72	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 100	FY19/20 Projected:	\$ 500
Budget to Proposed	400.0% <span style="color: red;">△</span>	Projected to Proposed	0.0%

This includes charges for copying large plans for developers and contractors, printing and copying presentation materials and exhibits, printing base maps, business cards and public meeting materials.

**01-08-5-538 IEPA MS4 Permit Fees** **\$ 1,000**

FY17/18 Actual:	\$ 1,000	FY18/19 Actual:	\$ 1,000
FY19/20 Budget:	\$ 1,000	FY19/20 Projected:	\$ 1,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item funds the annual fee that the State of Illinois charges for the Municipal Separate Storm Sewer System (MS4) permit issued by the Illinois Environmental Protection Agency.

**01-08-5-552 Service to Maintain Equipment** **\$ 1,500**

FY17/18 Actual:	\$ 553	FY18/19 Actual:	\$ 440
FY19/20 Budget:	\$ 1,500	FY19/20 Projected:	\$ 1,000
Budget to Proposed	0.0%	Projected to Proposed	50.0% <span style="color: red;">△</span>

This includes maintenance on the copy machine, large format copy machine, and the two vehicles assigned to the Public Works Administration Division.

**01-08-6-601 Postage** **\$ 1,000**

FY17/18 Actual:	\$ 1,086	FY18/19 Actual:	\$ 540
FY19/20 Budget:	\$ 1,100	FY19/20 Projected:	\$ 600
Budget to Proposed	-9.1% <span style="color: green;">▽</span>	Projected to Proposed	66.7% <span style="color: red;">△</span>

This line item pays for all costs associated with mailings, which are necessary to accomplish the day-to-day functions of all the General Corporate Public Works divisions.

**01-08-6-602 Gasoline & Oil** **\$ 1,800**

FY17/18 Actual:	\$ 1,137	FY18/19 Actual:	\$ 1,977
FY19/20 Budget:	\$ 1,800	FY19/20 Projected:	\$ 1,800
Budget to Proposed	0.0%	Projected to Proposed	0.0%

Charges to this line item are for the gasoline and oil used in the two vehicles assigned to Public Works Administration. The quantity of fuel used increased in FY18/19 after the hiring of a City Engineer.

**01-08-6-606 Supplies \$ 3,500**

FY17/18 Actual:	\$ 3,269	FY18/19 Actual:	\$ 3,515
FY19/20 Budget:	\$ 3,500	FY19/20 Projected:	\$ 3,400
Budget to Proposed	0.0%	Projected to Proposed	2.9% $\Delta$

Typical charges include general office supplies used by this office such as paper, pens, notebooks, binders, file folders, computer supplies, etc. Additional expenditures incurred within this line item are for the purchase of supplies for the celebration of National Public Works week.

**01-08-6-622 Material to Maintain Vehicles \$ 1,500**

FY17/18 Actual:	\$ 350	FY18/19 Actual:	\$ 1,191
FY19/20 Budget:	\$ 1,500	FY19/20 Projected:	\$ 500
Budget to Proposed	0.0%	Projected to Proposed	200.0% $\Delta$

This line item is used for the purchase of material and repair parts needed for the maintenance of the two vehicles used by administrative staff.

**01-08-7-720 Equipment \$ 3,500**

FY17/18 Actual:	\$ 1,876	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 3,500	FY19/20 Projected:	\$ 3,500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item is used for the purchase of replacement office equipment and furniture. With the hiring of the Construction Engineering Inspector came the need to purchase an additional computer, monitor, etc., in FY17/18. Funds are included in the FY19/20 budget to pay for a laptop/tablet for the new Facilities Foreman and three new desk chairs. In FY20/21, three employees in the Public Works Administrative office will be new to the City and the City should anticipate some needs that were not considered previously.



Annual Budget  
FY20/21

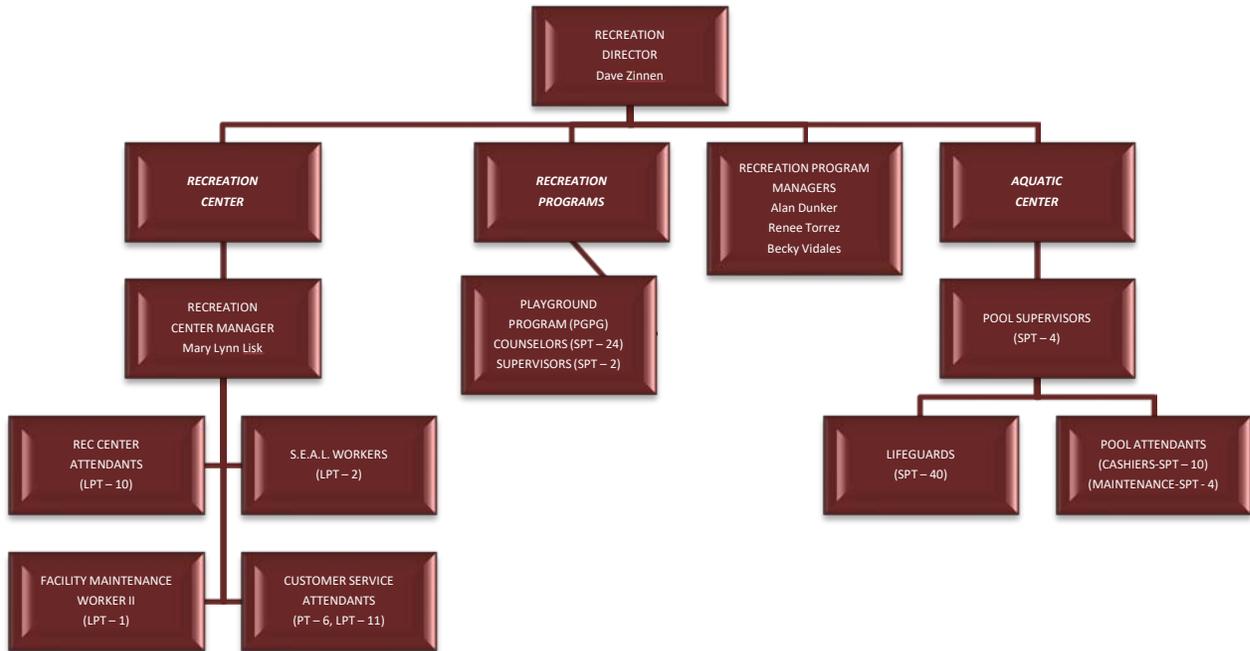
# Recreation

## Recreation Department

The primary goal of the Recreation Department is to provide recreation programs, youth and adult leagues, tournaments, special events, and leisure/fitness opportunities for the public that are of the highest quality, and to service as diverse a population as possible at the lowest reasonable cost.



### RECREATION DEPARTMENT – ORGANIZATIONAL CHART



### RECREATION DEPARTMENT – PERSONNEL SUMMARY

AUTHORIZED POSITION/TITLE	17/18	18/19	19/20	20/21	+(-)
Recreation Director	1	1	1	1	0
Recreation Program Managers	2.5	2.5	2.5	2.5	0
Recreation Center Manager <sup>1</sup>	1	1	1	1	0
Customer Service Attendants - PT <sup>1</sup>	3	3	3	3	0
Customer Service Attendants-LPT <sup>1</sup>	5.5	5.5	5.5	5.5	0
PGPG Staff – SPT <sup>2</sup>	25.5	25.5	25.5	13	(12.5)
<b>TOTAL FULL TIME</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>	<b>0</b>
<b>TOTAL PART TIME (FTE)</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0</b>
<b>TOTAL LPT/SPT (FTE)</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>18.5</b>	<b>(12.5)</b>

<sup>1</sup>Customer Service Attendants (Counter Staff) is 1/3 funded by the Recreation Budget and 2/3 by the Recreation Center Budget.

<sup>2</sup> By virtue of the Compensation Study conducted during FY19/20, all Instructors and Rec Aides are to be treated as contractors and were removed from manpower/personnel tracking numbers.

## FY19/20 Accomplishments

- Since January, staff has been and will continue to explore all aspects of the facility's operations to reduce the impact of the City's Class/Comp Study and the State's increases in the minimum wage, which will increase significantly the cost of operating the Recreation Department. Currently labor costs account for a significant portion of the Department's operating budget. The goal will be to continue to generate sufficient revenues to cover direct program expenses. Programs will be reviewed during the planning and development stages to define a minimum level of profitability. Programs will be administered in compliance with Departmental pricing policies to ensure maximum revenue receipts. Rates will be reviewed upon completion of the season's operations.
- Offered over 50 programs per session, which encompassed 325 separate classes and over 2,600 participants, during the three programming sessions throughout the year.
- **Vermont Systems, RecTrac Software to RecTrac version 3.1**  
Vermont Systems, RecTrac Software, the comprehensive management software utilized by the Recreation Department, Recreation Center, and Woodstock Water Works (WWW) was completely upgraded. RecTrac is utilized to run all activity, facility scheduling, league, WWW's guest visit/pass, and Rec. Center's guest visit/pass and installment billing functions. It also is utilized for online activity and WWW's pass registration, reporting, credit card processing and daily cash balancing. This upgraded version of our software is now full screen (the original software was not) and is browser based. If there are upgrades and changes in the future (which there will be), the server will require changes, but not every computer station. This is a great time saver for the IT department. The upgrade was completed with the setup of the Woodstock Water Works computers, pass & guest visits and online pass renewals & sales.
- Sixty teams from northern Illinois and southern Wisconsin participated in the Recreation Department/Heatwave's 21st Annual Girls Softball Tournament in June, playing over 150 games in three days. This tournament is considered one of the top independently-run tournaments in the State.
- The Recreation Department administered the Ninth Annual we.can.tri Triathlon, as well as administered the Saving Oceanika for Summer in the Park.
- 2019 Playground Program served 280 children, ages four through twelve, at Olson Elementary School. Eighty percent of the 280 participants were Woodstock residents. Due to sponsor solicitation (sponsorship donations exceeded \$3,600) and program fees, this year's revenues covered **89%** of the program's expenses, resulting in a subsidy of **just 11% for a total of \$5,000**. A new Gold (\$500) sponsor for this year was Woodstock Heating and Cooling.
- Administered T-ball/Bittie Ball for ages five to seven with 99 participants on 10 teams; adult basketball and softball leagues totaled 25 teams playing over 160 games; and the Development Youth Basketball Program (DYBP) for 1<sup>st</sup> through 6<sup>th</sup> graders drew over 300 kids on 42 teams playing over 200 games. The DYBP generates over \$30,000 in revenue.
- During non-summer months, Tween Nights for 5<sup>th</sup>-8<sup>th</sup> graders at the Rec Center typically draw 35-50 attendants. The program continued to include sold out bus trips to Dave and Busters, Wilmot Ski Lodge, and Magic Waters in Rockford.
- Responsible for the compilation of three City Scene brochures that are direct-mailed to over 15,000 residents in the 60098 zip code and the west side of Wonder Lake (District 200 boundaries), as well as the Department's Facebook page, and Constant Contact, which sent over 22,000 promotional e-mails and flyers to prospective participants.
- Scheduled all City ballfields and pavilions, processing approximately 250 pavilion reservations and 3,000 field reservations for Recreation Department programs and the fifteen athletic associations that use City fields.

- Created a Google+ business account that was viewed over 85,000 times in the last year (people who went to the web page site) and averaged 585 “clicks” (people who clicked on and viewed our site) a month. Maintained a user review rating of 4.6.
- Created and maintained an Instagram account for Woodstock Recreation Department to increase marketing to a younger audience. Currently we have 222 followers.

**FY20/21 Goals and Objectives**

- To continue to reduce or maintain the subsidy (11%) for Playground Program through sponsorships and increased participation and adjusted staff to participant ratios.
- Continue to update an engaging website for the Recreation Department, which will also encompass Woodstock Water Works and the Recreation Center.
- Continue to work with IT to increase the online presence through the Department’s Facebook page, Instagram and the Department’s website. Ensure that all social media (Twitter, Google+, YouTube) is linked and utilized to promote programs and positive reviews.
- Provide administrative assistance and support for City-sponsored and community-sponsored events.
- Establish an ongoing evaluation process to determine participant satisfaction and the tools to address participants’ concerns, and continue to develop, offer and administer quality events that the community recognizes as excellent.
- Develop new methods to communicate with members that will creatively promote programs and events within the facility. Develop accurate and substantive information in three issues of the City Scene that are mailed out to the Woodstock community and available online in an easily accessible format.
- Increase participation in the Woodstock Challenge Race by benefitting our own Playground Program. We will utilize the Playground Program for increased marketing and participant base. Playground Program counselors will assist in the races.
- Host the Spring Dance recital in April 2020 to not only recognize the accomplishments and development of the current participants, but also to develop interest for future participants.
- As noted under Accomplishments, the evaluation of the Department’s programming rate structure will be an ongoing process for the foreseeable future in response to the State’s mandated minimum wage increases.

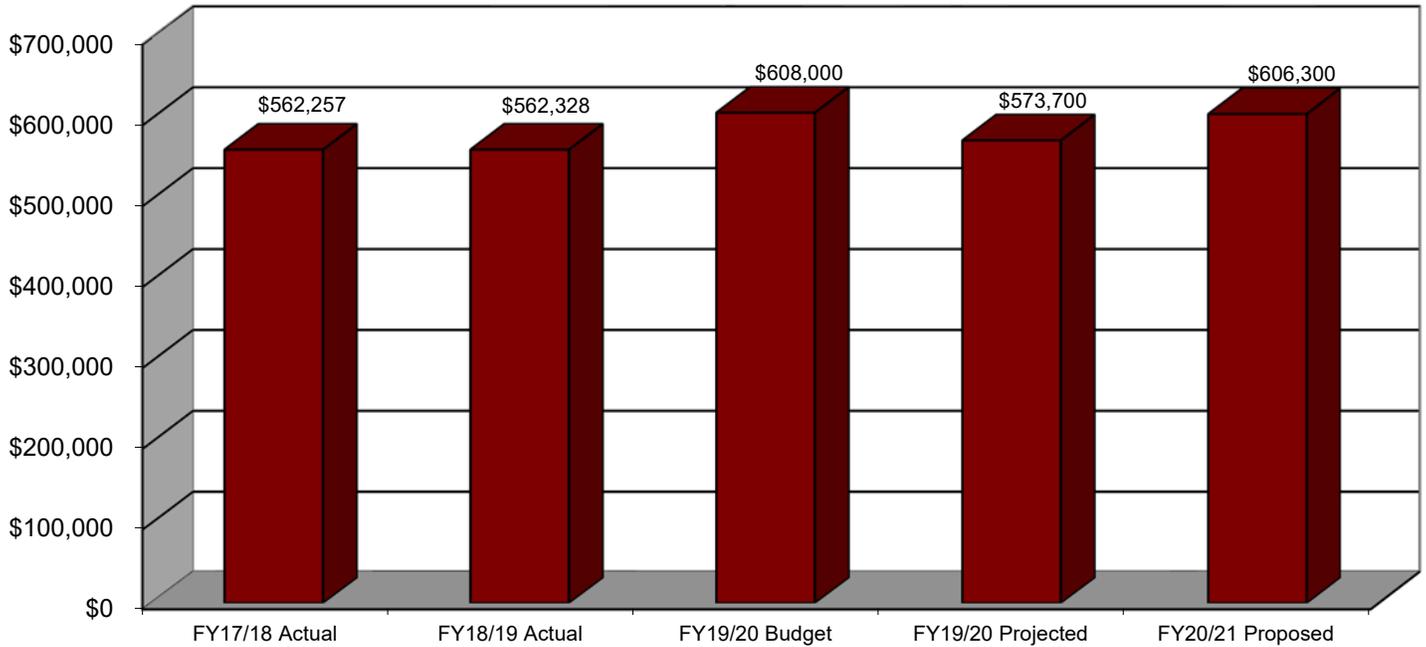
**Performance Measures:**

Item	Goal	Description	FY17/18 Actual	FY18/19 Actual	FY1920 Estimated
Number of Participants Enrolled in Classes	Increase the number of participants enrolled in classes		2,541	2,382	2,280
Number of programs offered	Increase the number of classes offered on an annual basis		256	260	245
Percent of Revenues that Cover Program Expenses	Generate revenues to cover program expenses		95%	90%	90%

**General Corporate Fund - Recreation Department**

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
<b>SALARIES</b>						
01-09-3-402	Recreation Director	\$ 111,605	\$ 114,985	\$ 118,100	\$ 119,600	\$ 123,500
01-09-3-405	Program Coordinators	160,144	166,332	171,200	171,200	176,900
01-09-3-406	Recreation Center Manager	65,581	68,507	71,200	71,200	74,200
01-09-3-431	Part-Time Clerical Support	28,000	29,200	31,000	31,000	37,000
01-09-3-440	Part-Time Recreation Aides	55,148	51,568	57,000	44,000	54,000
01-09-3-451	Sick Leave Conversion	5,532	5,782	6,000	6,000	6,200
	<b>TOTAL SALARIES</b>	<b>\$ 426,010</b>	<b>\$ 436,374</b>	<b>\$ 454,500</b>	<b>\$ 443,000</b>	<b>\$ 471,800</b>
<b>PERSONAL SERVICES</b>						
01-09-4-452	Travel & Training	\$ 1,684	\$ 3,147	\$ 4,000	\$ 2,800	\$ 3,000
01-09-4-454	Dues & Subscriptions	1,835	1,844	3,000	2,200	2,500
	<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 3,519</b>	<b>\$ 4,991</b>	<b>\$ 7,000</b>	<b>\$ 5,000</b>	<b>\$ 5,500</b>
<b>CONTRACTUAL SERVICES</b>						
01-09-5-501	Communications	\$ 2,711	\$ 3,460	\$ 3,500	\$ 3,500	\$ 3,500
01-09-5-502	Professional Services	5,571	5,016	5,000	5,200	5,200
01-09-5-512	Instructor Contracts	36,977	28,438	40,000	34,000	35,000
01-09-5-513	Athletic Officials	13,584	14,205	15,000	12,000	13,000
01-09-5-536	Recreation Supplement to Newsletter (60%)	13,873	16,046	16,500	17,700	18,000
01-09-5-537	Printing Services/Advertising	1,620	2,002	3,000	3,000	3,000
01-09-5-544	Building Rental	4,650	3,740	4,500	4,500	4,500
01-09-5-552	Service to Maintain Equipment	3,032	3,000	3,500	3,500	3,500
01-09-5-553	Service to Maintain Vehicles	394	360	1,000	500	500
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 82,412</b>	<b>\$ 76,267</b>	<b>\$ 92,000</b>	<b>\$ 83,900</b>	<b>\$ 86,200</b>
<b>COMMODITIES</b>						
01-09-6-601	Postage	\$ 2,965	\$ 4,873	\$ 3,000	\$ 2,500	\$ 2,500
01-09-6-602	Gasoline & Oil	927	1,336	1,300	800	800
01-09-6-606	Office Supplies	4,150	5,121	5,200	5,000	5,000
01-09-6-611	Recreation Equipment	1,149	311	2,000	500	2,000
01-09-6-612	Program Supplies	40,023	32,597	42,000	32,000	32,000
01-09-6-622	Materials to Maintain Vehicles	1,102	458	1,000	1,000	500
	<b>TOTAL COMMODITIES</b>	<b>\$ 50,316</b>	<b>\$ 44,696</b>	<b>\$ 54,500</b>	<b>\$ 41,800</b>	<b>\$ 42,800</b>
	<b>TOTAL RECREATION</b>	<b>\$ 562,257</b>	<b>\$ 562,328</b>	<b>\$ 608,000</b>	<b>\$ 573,700</b>	<b>\$ 606,300</b>

## BUDGET COMPARISON



### Recreation Department Line Item Descriptions

#### 01-09-3-402 Recreation Director \$ 123,500

FY17/18 Actual:	\$ 111,605	FY18/19 Actual:	\$ 114,985
FY19/20 Budget:	\$ 118,100	FY19/20 Projected:	\$ 119,600
Budget to Proposed	4.6% $\Delta$	Projected to Proposed	3.3% $\Delta$

The FY20/21 budget amount is consistent with the City’s Compensation Plan for non-unionized positions and incorporates any “bring to minimum” pay increases.

#### 01-09-3-405 Program Coordinators \$ 176,900

FY17/18 Actual:	\$ 160,144	FY18/19 Actual:	\$ 166,332
FY19/20 Budget:	\$ 171,200	FY19/20 Projected:	\$ 171,200
Budget to Proposed	3.3% $\Delta$	Projected to Proposed	3.3% $\Delta$

The FY20/21 budget amount is consistent with the City’s Compensation Plan for non-unionized positions and incorporates any “bring to minimum” pay increases.

#### 01-09-3-406 Recreation Center Manager \$ 74,200

FY17/18 Actual:	\$ 65,581	FY18/19 Actual:	\$ 68,507
FY19/20 Budget:	\$ 71,200	FY19/20 Projected:	\$ 71,200
Budget to Proposed	4.2% $\Delta$	Projected to Proposed	4.2% $\Delta$

The FY20/21 budget amount is consistent with the City’s Compensation Plan for non-unionized positions and incorporates any “bring to minimum” pay increases.

**01-09-3-431 Part-Time Clerical Support** **\$ 37,000**

FY17/18 Actual:	\$ 28,000	FY18/19 Actual:	\$ 29,200
FY19/20 Budget:	\$ 31,000	FY19/20 Projected:	\$ 31,000
Budget to Proposed	19.4% <span style="color: red;">△</span>	Projected to Proposed	19.4% <span style="color: red;">△</span>

The FY20/21 budget amount is consistent with the City’s Compensation Plan for non-unionized positions and incorporates any “bring to minimum” pay increases. The Rec Center Fund is charged 2/3 of the front counter costs and 1/3 is charged here to the Recreation Department. Over 32,000 receipt transactions were processed in 2019 primarily by front counter staff.

**01-09-3-440 Part-Time Recreation Aides** **\$ 54,000**

FY17/18 Actual:	\$ 55,148	FY18/19 Actual:	\$ 51,568
FY19/20 Budget:	\$ 57,000	FY19/20 Projected:	\$ 44,000
Budget to Proposed	-5.3% <span style="color: green;">▽</span>	Projected to Proposed	22.7% <span style="color: red;">△</span>

This line item reflects all limited or seasonal part-time payroll personnel who work recreation programs either on a seasonal or more permanent basis. This represents 50+ individuals across approximately 140 programs throughout the entire year. Nearly all site and program supervisors and Playground Program Leaders are included here, as are many instructors who are not independent contractors. Most **costs associated with these program staff personnel are covered by program fees**. Exceptions include the Playground Program, which will be about 16% subsidized.

**01-09-3-451 Sick Leave Conversion** **\$ 6,200**

FY17/18 Actual:	\$ 5,532	FY18/19 Actual:	\$ 5,782
FY19/20 Budget:	\$ 6,000	FY19/20 Projected:	\$ 6,000
Budget to Proposed	3.3% <span style="color: red;">△</span>	Projected to Proposed	3.3% <span style="color: red;">△</span>

Three Recreation Department employees are eligible for sick leave conversion benefits, which provides for the accumulation of a maximum of 800 hours (100 days) of sick leave with any amount over this paid at 50%, but applied to employee health insurance contributions.

**01-09-4-452 Travel & Training** **\$ 3,000**

FY17/18 Actual:	\$ 1,684	FY18/19 Actual:	\$ 3,147
FY19/20 Budget:	\$ 4,000	FY19/20 Projected:	\$ 2,800
Budget to Proposed	-25.0% <span style="color: green;">▽</span>	Projected to Proposed	7.1% <span style="color: red;">△</span>

The line item includes training services provided to full and part-time staff, program instructors, supervisors, leaders and volunteers contributing to the ultimate success of the Department’s programs and an overall heightened level of service provided by the Department.

**01-09-4-454 Dues & Subscriptions** **\$ 2,500**

FY17/18 Actual:	\$ 1,835	FY18/19 Actual:	\$ 1,844
FY19/20 Budget:	\$ 3,000	FY19/20 Projected:	\$ 2,200
Budget to Proposed	-16.7% ▽	Projected to Proposed	13.6% △

This line item includes subscriptions to the *Northwest Herald* and *Woodstock Independent*, and membership in the Illinois Parks & Recreation Association for three Program Coordinators so that the City can participate in the Statewide co-purchasing program and participate in on-going training opportunities.

**01-09-5-501 Communications** **\$ 3,500**

FY17/18 Actual:	\$ 2,711	FY18/19 Actual:	\$ 3,460
FY19/20 Budget:	\$ 3,500	FY19/20 Projected:	\$ 3,500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item reflects the cost of the Department’s telephone lines at the Recreation Center and the Department’s cellphones. The Recreation Department and the Recreation Center Fund each pay half of the phone costs at the Recreation Center.

**01-09-5-502 Professional Services** **\$ 5,200**

FY17/18 Actual:	\$ 5,571	FY18/19 Actual:	\$ 5,016
FY19/20 Budget:	\$ 5,000	FY19/20 Projected:	\$ 5,200
Budget to Proposed	4.0% △	Projected to Proposed	0.0%

This line item reflects the cost of the finish line services for the Challenge Road Races and the triathlon, DJ services for various special events, the *Woodstock Independent’s* commission for selling ads for the City Scene, as well as attorney’s and engineering services as needed.

**01-09-5-512 Instructor Contracts** **\$ 35,000**

FY17/18 Actual:	\$ 36,977	FY18/19 Actual:	\$ 28,438
FY19/20 Budget:	\$ 40,000	FY19/20 Projected:	\$ 34,000
Budget to Proposed	-12.5% ▽	Projected to Proposed	2.9% △

Instructors for the Department’s various programs such as karate/tae kwon do, arts and drawing, gymnastics, dancing, bowling, golf, some off-season swim programs, athletics, and music are paid out of this line item. Aerobics instructors for Rec Center members and personal trainers are paid out of the Rec Center budget. ***All costs associated with contract personnel are recovered through program fees.***

**01-09-5-513 Athletic Officials** **\$ 13,000**

FY17/18 Actual:	\$ 13,584	FY18/19 Actual:	\$ 14,205
FY19/20 Budget:	\$ 15,000	FY19/20 Projected:	\$ 12,000
Budget to Proposed	-13.3% ▽	Projected to Proposed	8.3% △

These services relate to scorekeepers, umpires and referees or other sports officials for softball, basketball, volleyball, etc. for which we contract “out-of-

house” specifically for that sport-related expertise. Athletic officials are paid as independent contractors. **All costs associated with contractual officials are recovered through league or tournament entry fees.**

<b>01-09-5-536 Recreation Supplement to Newsletter (60%)</b>				<b>\$ 18,000</b>
FY17/18 Actual:	\$ 13,873	FY18/19 Actual:	\$ 16,046	
FY19/20 Budget:	\$ 16,500	FY19/20 Projected:	\$ 17,700	
Budget to Proposed	9.1% <span style="color: red;">△</span>	Projected to Proposed	1.7% <span style="color: red;">△</span>	

This line item covers 60% of the cost of the three seasonal City Scene brochures, which include information on City services, contacts, maps and ongoing projects plus information for the Rec Department, Woodstock Water Works, Recreation Center, NISRA, and the Opera House. The Recreation Department coordinates the City Scene with submittals by the various City departments and community organizations. The publication is direct mailed to over 15,000 households in the 60098 zip code and the west side of Wonder Lake (D200 boundaries) and delivered to Harrison School to cover the east side of Wonder Lake. The General Government Budget pays for 40% of the cost of publication and distribution of the City Scene, and WWW, NISRA, and the Rec Center also contribute to the cost. It costs about 85 cents per household for the Summer and Spring/Winter editions and about 65 cents per household for the Fall edition for each booklet to be designed, printed, and mailed.

<b>01-09-5-537 Printing Services/Advertising</b>				<b>\$ 3,000</b>
FY17/18 Actual:	\$ 1,620	FY18/19 Actual:	\$ 2,002	
FY19/20 Budget:	\$ 3,000	FY19/20 Projected:	\$ 3,000	
Budget to Proposed	0.0%	Projected to Proposed	0.0%	

This line item accounts for the costs associated with marketing or publicizing programs. Office forms such as field usage applications, pavilion applications, building usage, accident reports, registration forms, etc. are included in this line item.

<b>01-09-5-544 Building Rental</b>				<b>\$ 4,500</b>
FY17/18 Actual:	\$ 4,650	FY18/19 Actual:	\$ 3,740	
FY19/20 Budget:	\$ 4,500	FY19/20 Projected:	\$ 4,500	
Budget to Proposed	0.0%	Projected to Proposed	0.0%	

For Recreation programs held “out-of-house” and not in City-owned facilities, building rental costs are factored into the operating budget and program fees. Also included in this line item is the rental of portable toilet units for special events and the Playground Program. **All costs associated with Building Rental are recovered through program fees.**

**01-09-5-552 Service to Maintain Equipment** **\$ 3,500**

FY17/18 Actual:	\$ 3,032	FY18/19 Actual:	\$ 3,000
FY19/20 Budget:	\$ 3,500	FY19/20 Projected:	\$ 3,500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

A copier service contract is included in this amount, plus expenses related to computer software maintenance.

**01-09-5-553 Service to Maintain Vehicles** **\$ 500**

FY17/18 Actual:	\$ 394	FY18/19 Actual:	\$ 360
FY19/20 Budget:	\$ 1,000	FY19/20 Projected:	\$ 500
Budget to Proposed	-50.0% ▽	Projected to Proposed	0.0%

The Public Works Department performs routine maintenance on the Recreation car. The amount in this line item reflects the possibility that a repair may be needed that is beyond the scope available at Public Works.

**01-09-6-601 Postage** **\$ 2,500**

FY17/18 Actual:	\$ 2,965	FY18/19 Actual:	\$ 4,873
FY19/20 Budget:	\$ 3,000	FY19/20 Projected:	\$ 2,500
Budget to Proposed	-16.7% ▽	Projected to Proposed	0.0%

This line item includes the cost of direct mailing the City Scene to over 15,000 area residents. The Rec Center and WWW also share in the mailing costs. As with the printing costs, the Rec Department pays 60% of the mailing cost and the General Government Department Budget pays the remaining 40%. The Rec Department is also charged for general usage of the postage meter at City Hall.

**01-09-6-602 Gasoline & Oil** **\$ 800**

FY17/18 Actual:	\$ 927	FY18/19 Actual:	\$ 1,336
FY19/20 Budget:	\$ 1,300	FY19/20 Projected:	\$ 800
Budget to Proposed	-38.5% ▽	Projected to Proposed	0.0%

This amount reflects the cost of gas and oil for the Recreation Department automobile. Also included is reimbursement for staff use of their personal vehicle when monitoring/administering Recreation programs or events.

**01-09-6-606 Office Supplies** **\$ 5,000**

FY17/18 Actual:	\$ 4,150	FY18/19 Actual:	\$ 5,121
FY19/20 Budget:	\$ 5,200	FY19/20 Projected:	\$ 5,000
Budget to Proposed	-3.8% ▽	Projected to Proposed	0.0%

A pro-rata amount of office supplies is assigned to the Recreation Department by the Finance Department for general supplies. Supplies specific to the Department include such items as laser printer cartridges, colored paper for fliers, computer labels, name badges for programs, message and receipt pads, tape, staples etc.

01-09-6-611 Recreation Equipment	\$ 2,000
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FY17/18 Actual:	\$ 1,149	FY18/19 Actual:	\$ 311
FY19/20 Budget:	\$ 2,000	FY19/20 Projected:	\$ 500
Budget to Proposed	0.0%	Projected to Proposed	300.0% $\Delta$

Equipment purchased in this line item is typically used for more than one season and is generally more expensive than items charged to "Program Supplies." Examples include baseball helmets, portable scoreboards, portable basketball goals, etc. **All equipment costs are covered by program fees.**

01-09-6-612 Program Supplies	\$ 32,000
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FY17/18 Actual:	\$ 40,023	FY18/19 Actual:	\$ 32,597
FY19/20 Budget:	\$ 42,000	FY19/20 Projected:	\$ 32,000
Budget to Proposed	-23.8% $\nabla$	Projected to Proposed	0.0%

This line item includes supplies used for recreation programs including T-shirts, awards, baseballs, softballs, tennis balls, sporting event and entertainment admission tickets, art, workbooks, special event supplies, first aid products, Woodstock Challenge supplies, etc. **All program supply costs, except for free events such as the Halloween Costume Contest and the subsidized Playground Program, are recovered through program fees.**

01-09-6-622 Materials to Maintain Vehicles	\$ 500
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FY17/18 Actual:	\$ 1,102	FY18/19 Actual:	\$ 458
FY19/20 Budget:	\$ 1,000	FY19/20 Projected:	\$ 1,000
Budget to Proposed	-50.0% $\nabla$	Projected to Proposed	-50.0% $\nabla$

This line item reflects the cost of parts necessary to maintain the Rec automobile.



Annual Budget  
FY20/21

# Community Events

## Community Events

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The City of Woodstock has a long-standing tradition of supporting local community organizations and special events using City staff and equipment, while ensuring the efficient use of taxpayer resources. The Community Events budget provides funds for entertainment-related, artistic and cultural opportunities, which benefit both Woodstock residents and the ever-increasing number of visitors to our City. These events bring in visitors, help to build neighborly relationships and provide a boost to the local economy. The Office of the City Manager plans and coordinates these events; however, the achievements are the result of the organized collaboration of staff from several City departments.

The Community Events budget provides overtime costs for City employees to assist with approved community events. These costs represent only a fraction of the support provided on behalf of these events. Costs for City employees who assist with these events during normal work hours, the value of any City-owned equipment used during the events, and overtime and material costs associated with City of Woodstock-sponsored community events (with the exception of Summer in the Park) are NOT reflected within this budget.

### FY19/20 Accomplishments

- Organized the installation, maintenance and removal of all seasonal and event banners, flower planters at the train station and light pole decorations throughout the year in the downtown area.
- Provided financial and human resources on behalf of more than 90 community events, including first-time events such as Rockstock, Pridefest, True Blue Dogs – Largest Dog Walking event, Cinco de Mayo on Benton St. and Cobtoberfest.
- When requested by event organizers, Staff arranged for the rental of portable toilets, hand-washing stations, dumpsters and refuse/recycling totes. Organizers reimbursed the City for portable toilets and sinks, while MCDES provided dumpsters and totes under the City's refuse contract.
- Staff from the City Manager's Office, Recreation Department and Opera House planned and hosted weekly Senior Citizen events at Stage Left Café, which included snacks, speakers and games for elderly members of the community.
- City staff continued to organize, expand, and implement the multi-day Summer in the Park community event, which included concerts, music, games, activities, food and entertainment for all ages.
- The City funded the cost of the successful Lighting of the Square event, which included the installation and removal of an increased number of purchased holiday lighting wrapped on trees and bushes throughout the downtown. The Lighting event offered a local food truck and trailer, a kids' craft station and story time sponsored by the Woodstock Public Library, a restroom trailer and a heated tent featuring local charitable organizations. Staff also provided assistance with planning of the installation and removal of the Santa Hut within the Park in the Square. Traditional offerings included the Opera House Christmas Tree Walk, the 4<sup>th</sup> annual Gingerbread House Walk at the Old Courthouse, and caroling in the bandstand. The Sunday following the Lighting, residents and visitors were treated to the time-honored Christmas Parade and Milk & Cookies with Santa events.
- Successfully arranged three (3) Movies in the Park events during the summer months.



*Rockstock*



*Old Courthouse Gingerbread House Walk*

## FY20/21 Goals and Objectives

- Provide courteous and professional expertise to the organizers of all community events during the planning stages and coordination meetings with City staff, while carefully evaluating the requests for City services or funding to help ensure efficient and proper use of taxpayer resources.
- Assist organizers to provide a variety of interesting and diverse options for activities, while listening to the requests and/or concerns of the downtown business community.
- Arrange for the rental and placement of dumpsters, garbage/recycling totes, and portable toilets for community events.
- Plan and provide staff support for the Seniors at Stage Left program held weekly at the Stage Left Café. Staff will continue to invite various speakers and provide light snacks and coffee, two days of bingo a month and lunch once a month.
- Offer three (3) Movies in the Park event opportunities during the summer months. All three (3) were held at the Park in the Square. The location will be the same for the summer of 2020.
- Coordinate and expand the multi-day Summer in the Park community celebration during the month of July by recruiting additional volunteers, participants and sponsors through increased and varied advertising opportunities. Staff will carefully evaluate the band selections and event offerings for the free Friday night concert in order to attract more attendees.
- Maintain funding for the expanded Lighting of the Square event. The event will continue to offer a heated tent and restroom trailer, food trucks and holiday craft and story time opportunities for children. The Opera House will continue to refine the auditory experience for the event as well. Staff will again assist with the planning and installation of the Santa Hut.

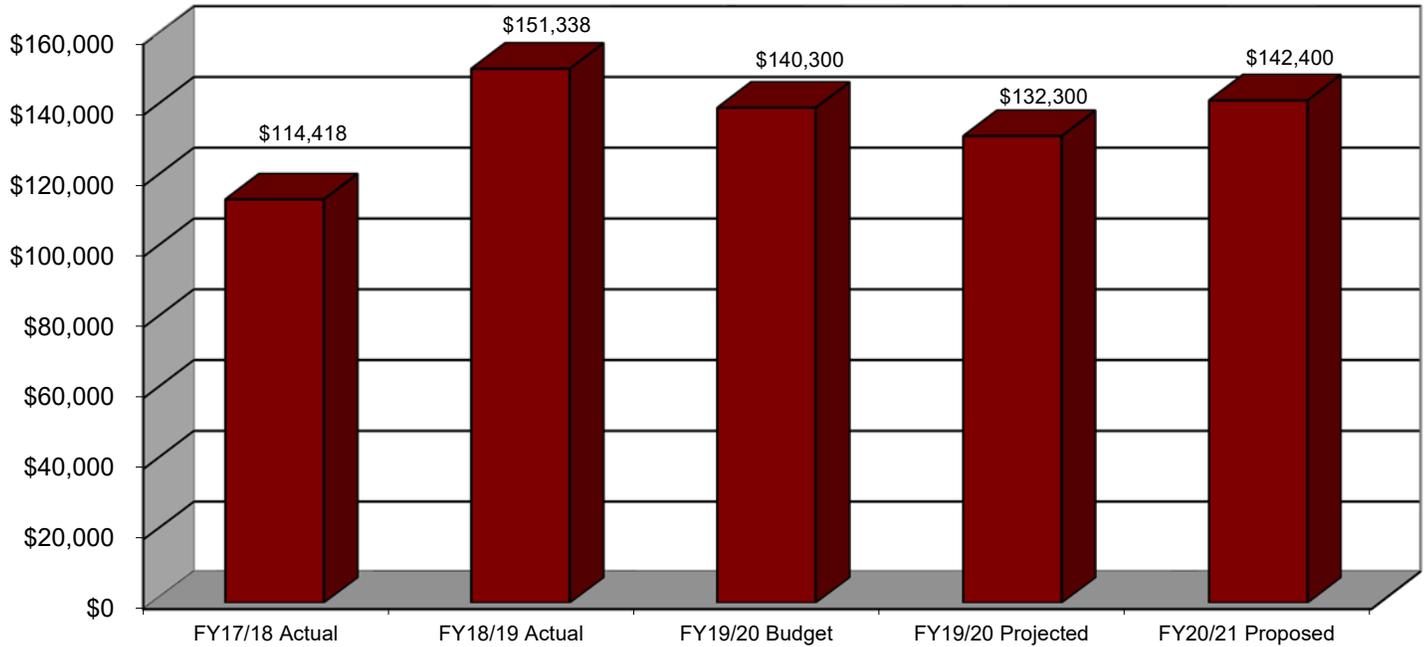


*Witches & Wizards of  
Woodstock*



*Holiday Lights - Park in the Square*

## BUDGET COMPARISON



### General Corporate Fund - Community Events Department

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
<b>PERSONAL SERVICES</b>						
01-11-3-403	Overtime for Police Services	\$ 13,502	\$ 13,674	\$ 14,500	\$ 13,900	\$ 14,500
01-11-3-406	Overtime for Public Works Services	1,168	3,309	2,500	2,300	2,500
	<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 14,670</b>	<b>\$ 16,983</b>	<b>\$ 17,000</b>	<b>\$ 16,200</b>	<b>\$ 17,000</b>
<b>COMMODITIES</b>						
01-11-6-600	Fair Diddley	\$ 460	\$ 460	\$ 500	\$ 500	\$ 500
01-11-6-602	4th of July	825	825	1,000	1,000	1,100
01-11-6-605	Car Show on the Square	173	-	-	-	-
01-11-6-608	Christmas Lighting	56,966	65,253	65,000	62,300	67,000
01-11-6-611	Movies in the Park	1,248	936	1,500	1,400	1,500
01-11-6-615	Other Community Events	6,229	5,253	5,300	4,000	5,300
01-11-6-617	Sister City Program	-	-	2,500	2,500	2,500
01-11-6-620	Seniors @ Stage Left	2,357	2,264	2,500	2,300	2,500
01-11-6-621	Summer in the Park Community Event	31,490	40,250	40,000	37,600	40,000
01-11-6-622	Wizarding World of Woodstock	-	19,114	5,000	4,500	5,000
	<b>TOTAL COMMODITIES</b>	<b>\$ 99,748</b>	<b>\$ 134,355</b>	<b>\$ 123,300</b>	<b>\$ 116,100</b>	<b>\$ 125,400</b>
	<b>TOTAL COMMUNITY EVENTS</b>	<b>\$ 114,418</b>	<b>\$ 151,338</b>	<b>\$ 140,300</b>	<b>\$ 132,300</b>	<b>\$ 142,400</b>

## Community Events Line Item Descriptions

### 01-11-3-403 Overtime for Police Services \$ 14,500

FY17/18 Actual:	\$ 13,502	FY18/19 Actual:	\$ 13,674
FY19/20 Budget:	\$ 14,500	FY19/20 Projected:	\$ 13,900
Budget to Proposed	0.0%	Projected to Proposed	4.3% <span style="color: red;">△</span>

This line item pays overtime costs incurred by the Police Department to provide the necessary services for approved Community Events, with the exception of Summer in the Park. Costs for that event are charged to the event line item. In addition, overtime costs for other City-sponsored events are paid directly by the Police Department and are not charged to this line item. Efforts to reduce costs, as the number of large-scale events within the downtown increase, will remain a priority in FY20/21, without a reduction in adequate support.

### 01-11-3-406 Overtime for Public Works Services \$ 2,500

FY17/18 Actual:	\$ 1,168	FY18/19 Actual:	\$ 3,309
FY19/20 Budget:	\$ 2,500	FY19/20 Projected:	\$ 2,300
Budget to Proposed	0.0%	Projected to Proposed	8.7% <span style="color: red;">△</span>

This line item is used to pay any overtime costs incurred by Public Works employees to provide necessary services outside of their regular work hours for approved community events, with the exception of Summer in the Park. Costs for that event are charged to the event line item. During FY20/21, staff will continue to look for ways for provide materials and services by Public Works employees during normal work hours, when possible. In addition, the City Administration will continue to work with each event organizer to minimize the need for overtime hours by employees.

### 01-11-6-600 Fair Diddley® Craft Show \$ 500

FY17/18 Actual:	\$ 460	FY18/19 Actual:	\$ 460
FY19/20 Budget:	\$ 500	FY19/20 Projected:	\$ 500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

Funds are requested to hire an electrician prior to the start of this event to provide proper connections along with any miscellaneous materials required to support the event.

### 01-11-6-602 Fourth of July \$ 1,100

FY17/18 Actual:	\$ 825	FY18/19 Actual:	\$ 825
FY19/20 Budget:	\$ 1,000	FY19/20 Projected:	\$ 1,000
Budget to Proposed	10.0% <span style="color: red;">△</span>	Projected to Proposed	10.0% <span style="color: red;">△</span>

This event is planned and sponsored by a local volunteer organization which solicits donations for the purchase of the fireworks. Funds requested in this line item are for the rental of portable toilets and handwashing stations used during the event.

**01-11-6-605 Car Show on the Square \$ 0**

FY17/18 Actual:	\$ 173	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Sponsored and organized by a group of classic car enthusiasts, the Woodstock on the Square Car Show is held each August on the Woodstock Square to serve as a classic summertime event, while also raising funds for various not-for-profits. Not unlike years past, funds requested pay the cost for an electrician to set up the sound system in the bandstand for the event. Because there is little to no expense to the City, this event has been merged with line item number 01-11-6-615 titled “Other Community Events” beginning in FY19/20.

**01-11-6-608 Christmas Lighting \$ 67,000**

FY17/18 Actual:	\$ 56,966	FY18/19 Actual:	\$ 65,253
FY19/20 Budget:	\$ 65,000	FY19/20 Projected:	\$ 62,300
Budget to Proposed	3.1% <span style="color: red;">△</span>	Projected to Proposed	7.5% <span style="color: red;">△</span>

This budget line item allows for the purchase of Staff and contractor-installed holiday light strands for the Bandstand, Spring House and the surrounding bushes in the Park in the Square. Holiday greenery for the downtown sidewalk planters, and the contracted installation and removal of holiday lighting for the larger trees within the Park in the Square, in front of City Hall and within the McHenry Avenue triangle are also charged to this line item. Several additions to the event, first implemented in 2017, will continue into 2020, including a heated tent featuring local charities, heated restroom trailer, and craft and story-time opportunities for families.

**01-11-6-611 Movies in the Park \$ 1,500**

FY17/18 Actual:	\$ 1,248	FY18/19 Actual:	\$ 936
FY19/20 Budget:	\$ 1,500	FY19/20 Projected:	\$ 1,400
Budget to Proposed	0.0%	Projected to Proposed	7.1% <span style="color: red;">△</span>

Rental costs charged by movie licensing agents are charged to this account. During 2019, costs associated with the July movie were charged as part of the Summer in the Park event and the August movie was charged to the Witches & Wizards of Woodstock event. Witches & Wizards of Woodstock will not host the fall movie in 2019. Costs charged to this account also include those for pre-movie entertainment and advertising.

**01-11-6-615 Other Community Events \$ 5,300**

FY17/18 Actual:	\$ 6,229	FY18/19 Actual:	\$ 5,253
FY19/20 Budget:	\$ 5,300	FY19/20 Projected:	\$ 4,000
Budget to Proposed	0.0%	Projected to Proposed	32.5% <span style="color: red;">△</span>

Each year, the City receives requests to hold events that require assistance from staff that cannot be identified during budget preparation. Two separate line items within this budget (Car Show on the Square and Gavers Barn Dance) have been absorbed into this line item because their dependence upon the City is minimal. In addition, funds in this line item are used to pay for carriage rides in the downtown during the holiday season. This action was effective beginning with requests for FY19/20. Funds are

allocated in this line item to accommodate new events or any unidentified expenses from existing events. In addition, the annual licensing fees charged by BMI and ASCAP for licensed music used at any of the City's public events and/or facilities are paid out of this line item.

**01-11-6-617 Sister City Program \$ 2,500**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 2,500	FY19/20 Projected:	\$ 2,500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

Funds have been requested in FY20/21 to support the City's Sister City Program as determined by the Mayor and City Council; however, a portion of the costs of hosting visitors will be paid by donations received from the private sector.

**01-11-6-620 Seniors @ Stage Left \$ 2,500**

FY17/18 Actual:	\$ 2,357	FY18/19 Actual:	\$ 2,264
FY19/20 Budget:	\$ 2,500	FY19/20 Projected:	\$ 2,300
Budget to Proposed	0.0%	Projected to Proposed	8.7% <span style="color: red;">△</span>

Started in 2010, this program provides Seniors in the community the opportunity to gather each Tuesday to socialize and enjoy different presentations about people, places or events in Woodstock. There is a minimal cost to participants, and funds in this line item are used to purchase refreshments and small prizes.

**01-11-6-621 Summer in the Park Community Event \$ 40,000**

FY17/18 Actual:	\$ 31,490	FY18/19 Actual:	\$ 40,250
FY19/20 Budget:	\$ 40,000	FY19/20 Projected:	\$ 37,600
Budget to Proposed	0.0%	Projected to Proposed	6.4% <span style="color: red;">△</span>

Since its inception in 2014, Summer in the Park, in collaboration with Gavers Community Cancer Foundation, has become a signature community celebration. Staff will continue to seek sponsorships and in-kind contributions to offset a portion of the costs included in this line item. Costs will include those for entertainment, the movie in the park event, Police and Public Works overtime, advertising and marketing, and supplies/equipment, among other things.

**01-11-6-622 Witches & Wizards of Woodstock \$ 5,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 19,114
FY19/20 Budget:	\$ 5,000	FY19/20 Projected:	\$ 4,500
Budget to Proposed	0.0%	Projected to Proposed	11.1% <span style="color: red;">△</span>

In 2019, this event drew a crowd estimated at 2,500-3,000 attendees. Staff will continue to seek out volunteers, sponsorships and in-kind contributions to offset the additional costs incurred in 2020.



Annual Budget  
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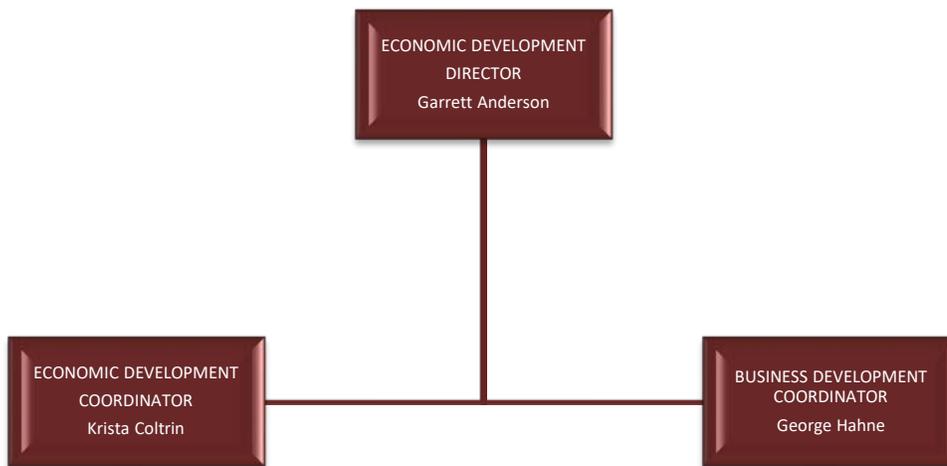
# **Economic Development**

## Economic Development Department

The Economic Development Department oversees all aspects of economic development for the City including commercial and industrial business retention and expansion services, retail recruitment, tourism marketing and business advocacy. Economic Development staff serves as the City’s representatives to the Woodstock Chamber of Commerce, Farmer’s Market Board and Visit McHenry County CVB. Staff is also responsible for coordinating tenant relations with lease holders in City-owned buildings (Old Courthouse/Sheriff’s House, Train Depot, and Jackson Street).



### ECONOMIC DEVELOPMENT DEPARTMENT – ORGANIZATIONAL CHART



ECONOMIC DEVELOPMENT DEPARTMENT – PERSONNEL SUMMARY					
POSITION/TITLE	16/17	17/18	18/19	19/20	+(-)
Economic Development Director	1	1	1	1	0
Economic Development Coordinator	1	1	1	1	0
Business Development Coordinator	0	0	1	1	0
<b>TOTAL FULL TIME</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>0</b>

## FY19/20 Accomplishments

- The Department worked with over 120 separate development projects during 2019, 26 of which are already open for business. These 26 represent 162 new jobs, resulting in an estimated \$11 million in new salaries and \$16 million in new investment into the community. New businesses in 2019 include; Planet Fitness, U-Haul, Casey's General Store, ShadowView Brewing, Hotzlager Brewing, Sophie's Whiskey & Wine, GriffoNest Games, Calibrated Power Solutions, Picked Emporium, Hattie & Myrt, EmpowHer Boutique, Warp Corps, and Cesaroni's Cafe & Deli. Expanded or relocated businesses include Ethereal Confections, Woodstock Heating & Cooling, Your Sister's Tomato, Pivotal Counseling Center, Sno-Belt Industries, Pioneer Center, and The Sugar Circle.
- Began full implementation of the Woodstock Tax Increment Financing District #2 – Downtown & Route 47. This tool makes incentives available for over 500 acres of land within Woodstock, for strategic economic development projects involving commercial and manufacturing growth. The first five such projects were approved with redevelopment agreements valued at up to \$3 million in incentives.
- Secured the first investment project in furtherance of the goals within the new Downtown Woodstock Development Plan – a 30-unit apartment building. The Department also provided support for the developer of the ultimately unsuccessful Founders Crossing development. Other residential developments are still in progress.
- Collaborated with District 200 to approve an Intergovernmental Agreement that protects their ability to educate students who live in TIF-assisted housing developments.
- Completed a feasibility analysis that shows strong demand for a new upper mid-scale hotel property in Woodstock, and continue to develop relationships with potential investors.
- Expanded implementation of the Enterprise Zone, with nine Woodstock projects utilizing benefits. These include: the restoration of the Elk Lodge into the new Ethereal Confections space, the new Woodstock Heating & Cooling location, the renovation of the BMO Harris Bank on Benton Street, and the remodeling of upstairs office space on Van Buren Street to four residential units.
- Used the Revolving Loan Fund to support investment into expanding businesses: Ethereal Confections, and Sofie's Whiskey & Wine. Continued support of five more ongoing loans from 2015-2018.
- Entered into a new Sales Tax sharing agreement with Kunes Country Auto Group to support a \$3.6 million expansion of their dealership. Early results show a strong growth in new sales tax, which is partially shared back to the dealership.
- Continued to monitor investment in projects involving City sales tax incentives, such as Bull Valley Ford, and Woodstock Harley Davidson, as well as a new agreement with Woodstock Lumber.
- Supported Finance and Building Department's plan to bring new tenants to the Old Courthouse & Sheriff's House. Identified new operator for Train Station café.
- Continued to support the Woodstock Chamber of Commerce and Industry; coordinating marketing assistance with Real Woodstock, hosting constituent meetings with local businesses, and serving on the Chamber of Commerce Board and Real Woodstock Board.
- Coordinated Business Retention visits to primary employers including Northwestern Medicine, Matrix 4, Claussen Pickles, Catalent Pharma Services, Flocon, MAC Automation, Berry Global, and Luster Leaf.
- Increased participation with McHenry County Workforce Network, promoting workforce development opportunities to our local manufacturing and professional businesses, such as internships, apprenticeships, on-the-job training and incumbent worker training.
- Coordinated and facilitated monthly Business Owners Meetings, seeking the support from the business community on initiatives including coordination of the Ladies Night Out shopping event on the Square, Wizarding World of Woodstock, Lighting of the Square and other events.
- Supported development and implementation of new gas tax and single-use bag fee.

- Laid the groundwork for a major upgrade to ChooseWoodstock.com, our website for economic development efforts, hosted as a portion of the City's website. This site provides information about available properties, incentive programs, community demographics and development news.
- Grew the Facebook following of the Woodstock Square and City Hall pages to over 7,000 followers.

### **FY20/21 Goals and Objectives**

- Respond to inquiries from potential investors in Woodstock, cultivate relationships, track progress and provide assistance where needed.
- Expand outreach to attract new companies to Woodstock. Focus on relationships with brokers, bankers and developers, and marketing that targets key development sites.
- Perform regular industrial/manufacturing retention visits and identify businesses for potential expansion especially those which now fall within the Woodstock Tax Increment Financing District #2 – Downtown & Route 47. Establish positive communication between City representatives and primary employers.
- Identify independent retailers and restaurants in neighboring communities interested in adding an additional location.
- Maintain listings of available properties on Location One site and with the McHenry County EDC.
- Identify the owners of formerly proposed residential subdivisions and engage them in conversation about restarting these developments.
- Grow the Facebook following of both the City of Woodstock and Woodstock Square pages.
- Use social media, Real Woodstock, CVB and Chamber to recognize contributions of local businesses.
- Promote additional filming of television, movies and commercials in Woodstock. Develop promotional relationships with partners such as the Illinois Film Office, Visit McHenry County, and MCEDC.
- Develop the "last mile" relationship with a selected internet-service provider, allowing local business use of the new fiber network.
- Implement recommendations from the Downtown Plan, in particular promoting the redevelopment of the Woodstock Station site and other priority sites recommended in the plan. Other recommendations for policy changes will be implemented in cooperation with various City Commissions and Departments.
- Prepare new industrial pads or parks as 'shovel ready' sites ready for manufacturing development.
- Finalize Development Plan for Route 14 with input from the Plan Commission. In particular the plan should consider the approximately 125 acres owned by the City.
- Harness the new Choose Woodstock theme to create customized materials representing the needs of several business corridors. Use this information at retail trade shows such as ICSC and Retail Live to attract additional retail development.
- Develop and implement a business-friendly registration program, providing the City with data concerning local businesses and minimizing the reporting burden for our business community.
- Expand relationships with local businesses to include data gathering about customer demographics, to improve marketing and attraction efforts.
- Fully develop the Real Woodstock Advisory Economic Development sub-group as a community leadership forum and potential replacement of the Economic Development Commission.
- Further advance the Route 47 focus with the Chamber of Commerce. Facilitate communication between IDOT and businesses affected by planned expansion. Support required updates to development codes.
- Contribute to Community and County-wide tourism promotion through participation on the Visit McHenry County CVB Board of Directors, and the management of the City's hotel/motel tax grant program.

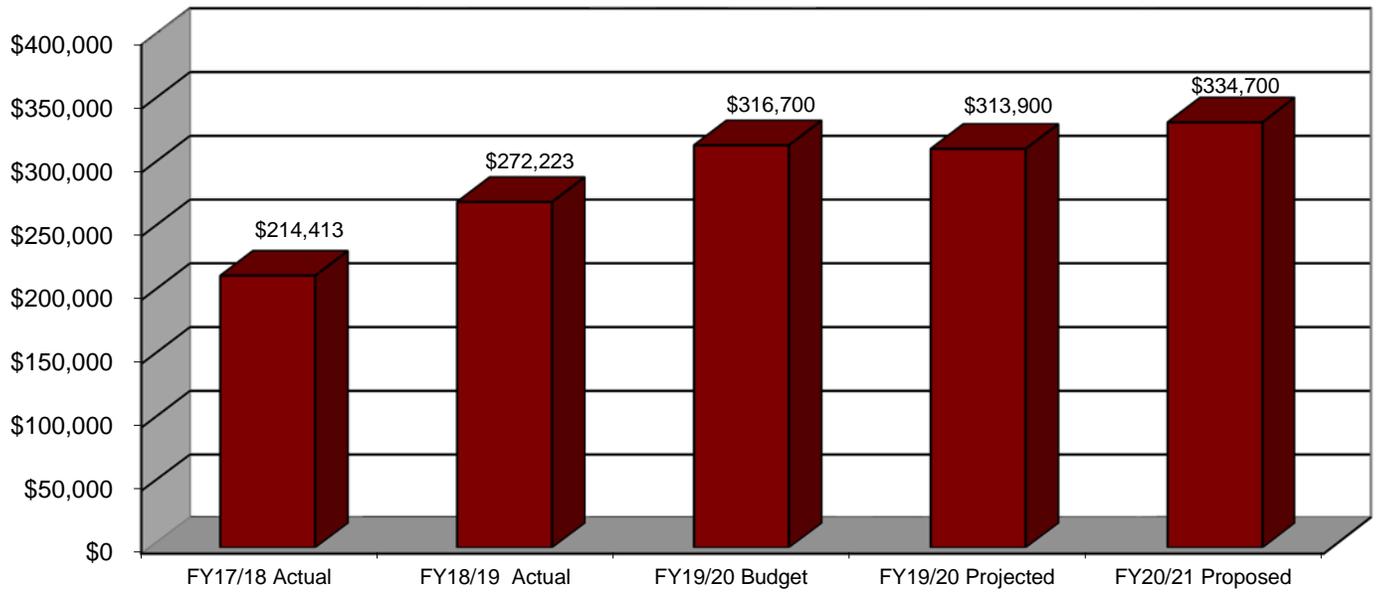
- Maximize our local and regional partnerships as a way to promote the development, and identify users for our local sites. These partnerships will include Real Woodstock, the Chamber of Commerce, McHenry County Economic Development Corporation, the State of Illinois DCEO, Small Business Development Center, Select Chicago, and other groups.

**Performance Measures:**

Item	Goal	Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Estimated
Total Projects Worked	Work with investors to bring project from New, to Announced, to Open	Number of Projects	109	113	122
New Projects	Consistent flow of new investment projects	Number of New Projects	56	61	66
New Project Announcements	Work with owner/developer to bring project to a public announcement	Number of Announced projects	37	20	40
Open for Business	Projects followed through to opening	Number of Projects which Open for Business	28	18	29
Inactive Projects	Projects which are no longer progressing	Number of Inactive Projects	33	28	44
Enterprise Zone	Use the Enterprise Zone to benefit new and expanding business in Woodstock	Number of new projects approved for Enterprise Zone	2	3	9
City Incentives leveraged - compared to investment on projects	Use public incentive programs to incent investment in Woodstock	Approved Incentives*	\$ 311,777	\$ 1,395,974	\$ 4,396,275
		Resulting Investment*	\$ 651,823	\$ 10,721,298	\$ 24,694,288
		Building permits	\$ 13,086,177	\$ 23,997,890	\$ 18,304,798
		Investment Ratio	48%	13%	18%
Median Household Income growth faster than the State average	Maximize household income growth in Woodstock	IL average MHI	\$ 61,229	\$ 63,575	\$ 63,871
		IL average MHI	3.4%	3.8%	0.5%
		Woodstock MHI	\$ 57,094	\$ 60,940	\$ 63,929
		Woodstock MHI	2.7%	6.7%	4.9%
		Growth above state avg.	-0.7%	2.9%	4.4%
Employment by Industry	Encourage high levels of quality employment	Jobs in Woodstock	12,672	12,941	13,162
		Management & Professional	33.4%	31.2%	32.1%
		Manufacturing & Utilities	27.1%	26.9%	27.3%
		Retail and Food	21.8%	23.7%	20.6%
		Service occupations	12.8%	13.0%	14.1%
		Ag & Construction	4.9%	5.2%	6.0%
Unemployment Rate	Encourage high levels of quality employment	Woodstock Rate (Dec)	5.2%	3.7%	2.8%
		Illinois State Rate (Dec)	4.7%	4.4%	3.4%
		Variance from State	0.5%	-0.7%	-0.6%
Number of sites listed on City Property Search Website	Ease of locating sites on ChooseWoodstock.com	Location One	113	115	100
Facebook Reach	Maintain a positive and helpful online presence	Facebook followers (City page & Woodstock Square)	5,260	6,097	7,011
		Facebook Engagement (both)	55,089	54,846	62,700
		Facebook Reach (both)	640,631	478,776	588,400

\*Number represents incentive approved, may not be in building permits yet

## BUDGET COMPARISON



## General Corporate Fund - Economic Development Department

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
<b>SALARIES</b>						
01-12-3-401	Director	\$ 119,146	\$ 123,953	\$ 129,000	\$ 130,200	\$ 136,000
01-12-3-402	Business Development Coordinator	-	20,510	62,700	61,700	65,700
01-12-3-405	Economic Development Coordinator	66,346	69,019	71,900	71,800	76,200
01-12-3-451	Sick Leave Conversion	-	-	-	-	-
	<b>TOTAL SALARIES</b>	<b>\$ 185,492</b>	<b>\$ 213,482</b>	<b>\$ 263,600</b>	<b>\$ 263,700</b>	<b>\$ 277,900</b>
<b>PERSONAL SERVICES</b>						
01-12-4-452	Travel & Training	\$ 1,973	\$ 1,465	\$ 10,000	\$ 7,200	\$ 10,000
01-12-4-454	Dues/Subscriptions/Books	3,269	4,135	5,000	3,100	3,500
	<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 5,242</b>	<b>\$ 5,600</b>	<b>\$ 15,000</b>	<b>\$ 10,300</b>	<b>\$ 13,500</b>
<b>CONTRACTUAL SERVICES</b>						
01-12-5-501	Communications	\$ 1,340	\$ 2,691	\$ 3,000	\$ 1,200	\$ 2,000
01-12-5-502	Legal Expenses	3,736	12,512	5,000	10,000	7,500
01-12-5-515	Strategic Plan/Marketing Services	12,586	29,342	20,000	20,000	22,500
01-12-5-536	Expansion/Retention Services	2,999	5,831	5,000	2,700	5,000
01-12-5-537	Printing Services	2,397	818	3,600	4,400	5,000
01-12-5-552	Service to Maintain Equipment	302	309	300	400	300
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 23,360</b>	<b>\$ 51,503</b>	<b>\$ 36,900</b>	<b>\$ 38,700</b>	<b>\$ 42,300</b>
<b>COMMODITIES</b>						
01-12-6-601	Postage	\$ 11	\$ 282	\$ 200	\$ 100	\$ 200
01-12-6-606	Supplies	308	121	500	200	300
	<b>TOTAL COMMODITIES</b>	<b>\$ 319</b>	<b>\$ 403</b>	<b>\$ 700</b>	<b>\$ 300</b>	<b>\$ 500</b>
<b>CAPITAL OUTLAY</b>						
01-12-7-720	Equipment	\$ -	\$ 1,235	\$ 500	\$ 900	\$ 500
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ 1,235</b>	<b>\$ 500</b>	<b>\$ 900</b>	<b>\$ 500</b>
	<b>TOTAL ECONOMIC DEVELOPMENT</b>	<b>\$ 214,413</b>	<b>\$ 272,223</b>	<b>\$ 316,700</b>	<b>\$ 313,900</b>	<b>\$ 334,700</b>

## Economic Development Department Line Item Descriptions

<b>01-12-3-401 Director</b>				<b>\$ 136,000</b>
FY17/18 Actual:	\$ 119,146	FY18/19 Actual:	\$ 123,953	
FY19/20 Budget:	\$ 129,000	FY19/20 Projected:	\$ 130,200	
Budget to Proposed	5.4% $\Delta$	Projected to Proposed	4.5% $\Delta$	

This line item is for the salary of the Economic Development Director. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates an opportunity for an increase based on the City's approved merit program.

**01-12-3-402 Business Development Coordinator \$ 65,700**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 20,510
FY19/20 Budget:	\$ 62,700	FY19/20 Projected:	\$ 61,700
Budget to Proposed	4.8% $\Delta$	Projected to Proposed	6.5% $\Delta$

This budget item is for the salary of the Business Development Coordinator. This was a new hire for FY18/19, to focus primarily on new commercial retail attraction.

**01-12-3-405 Economic Development Coordinator \$ 76,200**

FY17/18 Actual:	\$ 66,346	FY18/19 Actual:	\$ 69,019
FY19/20 Budget:	\$ 71,900	FY19/20 Projected:	\$ 71,800
Budget to Proposed	6.0% $\Delta$	Projected to Proposed	6.1% $\Delta$

This budget item is for the salary of the Economic Development Coordinator. The primary focuses for this position is on the retention and expansion of existing Woodstock businesses including the health of the Downtown businesses.

**01-12-3-451 Sick Leave Conversion \$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

No employees within the Economic Development Department’s budget are eligible for sick leave conversion benefits, which provides for the accumulation of a maximum of 800 hours (100 days) of sick leave with any amount over this paid at 50%, but applied to employee health insurance contributions.

**01-12-4-452 Travel & Training \$ 10,000**

FY17/18 Actual:	\$ 1,973	FY18/19 Actual:	\$ 1,465
FY19/20 Budget:	\$ 10,000	FY19/20 Projected:	\$ 7,200
Budget to Proposed	0.0%	Projected to Proposed	38.9% $\Delta$

This budget item allows for the continued professional development of Departmental personnel including attendance at IEDC training and educational courses. All three staff positions are currently working through the IEDC certification process to become CEcD credentialed professionals.



**01-12-4-454 Dues/Subscriptions/Books \$ 3,500**

FY17/18 Actual:	\$ 3,269	FY18/19 Actual:	\$ 4,135
FY19/20 Budget:	\$ 5,000	FY19/20 Projected:	\$ 3,100
Budget to Proposed	-30.0% ▽	Projected to Proposed	12.9% △



This line item covers memberships in industry trade groups including ICSC, IEDC, and participation in regional ED organizations including Illinois EDA and McHenry County EDC. The Department Director also participates in the local Rotary Club. The request has been reduced as the Department has eliminated a \$500 service related to the location software, and the \$1,200 annual Chamber of Commerce dues are no

longer in this budget.

**01-12-5-501 Communications \$ 2,000**

FY17/18 Actual:	\$ 1,340	FY18/19 Actual:	\$ 2,691
FY19/20 Budget:	\$ 3,000	FY19/20 Projected:	\$ 1,200
Budget to Proposed	-33.3% ▽	Projected to Proposed	66.7% △

This line item covers the Department’s cost for telephone charges and communications equipment.

**01-12-5-502 Legal Expenses \$ 7,500**

FY17/18 Actual:	\$ 3,736	FY18/19 Actual:	\$ 12,512
FY19/20 Budget:	\$ 5,000	FY19/20 Projected:	\$ 10,000
Budget to Proposed	50.0% △	Projected to Proposed	-25.0% ▽

This budget item covers the cost of legal services provided by the City Attorney for review of incentive agreements (Revolving Loan and Enterprise Zone incentives), leases, ordinance preparation and legal research, as needed. Legal work for TIF Redevelopment Agreements is budgeted in the TIF Fund.

**01-12-5-515 Strategic Plan/Marketing Services \$ 22,500**

FY17/18 Actual:	\$ 12,586	FY18/19 Actual:	\$ 29,342
FY19/20 Budget:	\$ 20,000	FY19/20 Projected:	\$ 20,000
Budget to Proposed	12.5% △	Projected to Proposed	12.5% △

This line item covers expenses associated with marketing the community, which includes the preparation of professional materials and marketing. Also included are professional services for planning. This year’s work will include an update to the Enterprise Zone, and investigation of new industrial sites, which may include grant preparation.



Lodging Market Feasibility Study/Analysis



**01-12-5-536 Expansion & Retention Services \$ 5,000**

FY17/18 Actual:	\$ 2,999	FY18/19 Actual:	\$ 5,831
FY19/20 Budget:	\$ 5,000	FY19/20 Projected:	\$ 2,700
Budget to Proposed	0.0%	Projected to Proposed	85.2% <span style="color: red;">△</span>

This line item is for the coordination and development of incentives and assistance programs to increase new development and sales tax generation. This includes local meetings and events with current and prospective businesses, as well as attendance at industry trade shows such as ICSC Chicago Deal Making and Retail Live.



**01-12-5-537 Printing Services \$ 5,000**

FY17/18 Actual:	\$ 2,397	FY18/19 Actual:	\$ 818
FY19/20 Budget:	\$ 3,600	FY19/20 Projected:	\$ 4,400
Budget to Proposed	38.9% <span style="color: red;">△</span>	Projected to Proposed	13.6% <span style="color: red;">△</span>



Printing of economic development promotional materials will be included in this line item in addition to the award-winning downtown Visitor's Guides and kiosk directories. The budget includes a partial co-op refund typically received through our partnership with the Visit McHenry County Convention and Visitor's Bureau.

**01-12-5-552 Service to Maintain Equipment \$ 300**

FY17/18 Actual:	\$ 302	FY18/19 Actual:	\$ 309
FY19/20 Budget:	\$ 300	FY19/20 Projected:	\$ 400
Budget to Proposed	0.0%	Projected to Proposed	-25.0% <span style="color: green;">▽</span>

This item covers prorated expenses for the maintenance and repair of office equipment used by Department staff.

**01-12-6-601 Postage \$ 200**

FY17/18 Actual:	\$ 11	FY18/19 Actual:	\$ 282
FY19/20 Budget:	\$ 200	FY19/20 Projected:	\$ 100
Budget to Proposed	0.0%	Projected to Proposed	100.0% <span style="color: red;">△</span>

This budget item is used for postage expense related to the City's economic development efforts.



**01-12-6-606 Supplies \$ 300**

FY17/18 Actual:	\$ 308	FY18/19 Actual:	\$ 121
FY19/20 Budget:	\$ 500	FY19/20 Projected:	\$ 200
Budget to Proposed	-40.0% ▽	Projected to Proposed	50.0% △

Expenses covered in this line item include general office and computer supplies.

**01-12-7-720 Equipment \$ 500**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 1,235
FY19/20 Budget:	\$ 500	FY19/20 Projected:	\$ 900
Budget to Proposed	0.0%	Projected to Proposed	-44.4% ▽

These funds will be used for minor purchases or replacement of office equipment.



Annual Budget  
FY20/21

# Information Technology



### **FY19/20 Accomplishments**

- Implement the first public forms for business and residents using Laserfiche Avante Forms and Workflow software. The forms implemented in the current year were the bag fee, local motor fuel tax, hotel/motel tax, and liquor licensing.
- Worked with Police Administration to purchase, configure, and install nine new semi-rugged laptops, in-car mobile video cameras, and peripherals for each squad car. Additionally, deploy forty new body-worn cameras that integrate with the in-car mobile cameras to provide an on premise, customizable video-capture solution that utilizes the existing high-speed wireless infrastructure.
- Due to end of life on several operating systems within the City, IT has performed all necessary hardware and software upgrades to support the latest Windows Server and Desktop operating systems. This included purchasing three new servers, fifty-one (51) new desktop computers, new solid-state hard drives, memory, and operating systems for any remaining systems, as well as upgrading the City's Exchange email server and Active Directory infrastructure.
- Entered into a new three-year agreement with Unitrends, the City's backup and disaster recovery platform. The new agreement provided new onsite hardware for backups, as well as offsite cloud storage for all critical City systems.
- Implemented advanced scheduling software from Time Clock Plus to assist the Woodstock Police Department in scheduling officers throughout the year.
- Continue to enhance the City's security infrastructure by adding new exterior video surveillance at the Public Works Administration facility, as well as door access control at Public Works and the Recreation Center.

### **FY20/21 Goals and Objectives**

- Provide short and long-term strategic planning and initiatives regarding all aspects of technology that support the City's residents and staff.
- Continue to investigate potential Information Technology solutions that can provide cost saving opportunities between the City of Woodstock and other local government agencies.
- Continue to represent the City of Woodstock on the McHenry County Fiber Consortium Board, as we continue to work towards providing lit internet services for potential Economic Development opportunities.
- Continue the implementation of Laserfiche Avante forms and workflows to improve internal City processes as well as provide improved customer service to both residents and businesses. Some of the major processes this fiscal year will include new employee onboarding, open enrollment, and business registration.
- Due to Microsoft declaring end of support and patches for Microsoft Office 2010 in October 2020, the CIP proposes funding to purchase and install the latest on premise version of Microsoft Office, version 2019 on one hundred ten (110) computers throughout all departments.
- Upgrade and replace aging copy machines at City Hall and Public Works to new units that provide black and white, and color printing, copying, and faxing.
- Continue to enhance the City's security infrastructure by adding new camera hardware at the Opera House and by upgrading the door access control at the Woodstock Police Department.

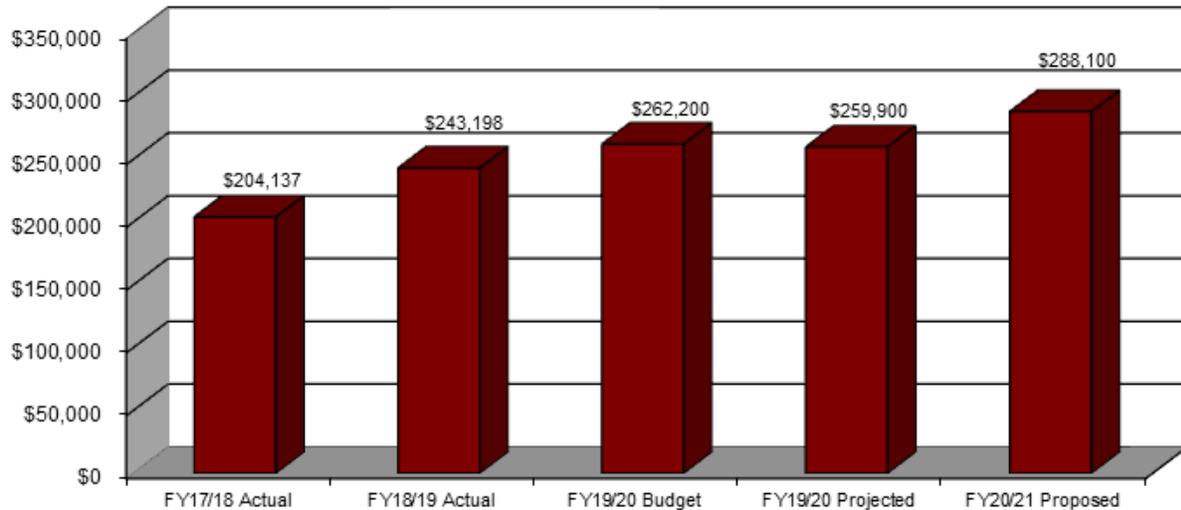
**Performance Measures:**

Item	Goal	Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Estimated
Ticket Completion Count	Number of closed tickets		495	603	650
Hardware/Software Upgrades	Number of new or upgraded hardware/software replacements		87	97	185
% Uptime	Maintain the highest level of uptime for the City's critical systems	Network	99.95%	99.91%	99.75%
		Server	100%	97.65%	98.70%
		Internet	99.89%	100%	100%

**General Corporate Fund - Information Technology Department**

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
<b>SALARIES</b>						
01-13-3-401	Director	\$ 90,348	\$ 93,988	\$ 99,600	\$ 99,500	\$ 120,000
01-13-3-405	Technician	46,391	62,067	63,700	63,700	65,600
01-13-3-431	Limited Part Time Labor	-	-	7,200	8,500	8,500
01-13-3-445	Overtime	-	346	2,000	300	500
01-13-3-451	Sick Leave Conversion	-	-	-	-	-
	<b>TOTAL SALARIES</b>	<b>\$ 136,739</b>	<b>\$ 156,401</b>	<b>\$ 172,500</b>	<b>\$ 172,000</b>	<b>\$ 194,600</b>
<b>PERSONAL SERVICES</b>						
01-13-4-452	Travel & Training	\$ 2,456	\$ 3,550	\$ 9,500	\$ 9,500	\$ 4,500
01-13-4-454	Dues/Subscriptions/Books	-	849	1,000	300	500
	<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 2,456</b>	<b>\$ 4,399</b>	<b>\$ 10,500</b>	<b>\$ 9,800</b>	<b>\$ 5,000</b>
<b>CONTRACTUAL SERVICES</b>						
01-13-5-501	Communications	\$ 3,605	\$ 8,428	\$ 7,500	\$ 7,200	\$ 7,500
01-13-5-502	Legal Expenses	465	963	500	-	500
01-13-5-552	Service to Maintain Equipment	17,454	33,441	29,000	28,700	39,800
01-13-5-556	City Website	7,175	5,216	7,500	7,500	6,000
01-13-5-561	Fiber Optic Maintenance	34,048	33,774	33,800	33,800	33,800
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 62,747</b>	<b>\$ 81,822</b>	<b>\$ 78,300</b>	<b>\$ 77,200</b>	<b>\$ 87,600</b>
<b>COMMODITIES</b>						
01-13-6-601	Postage	\$ 52	\$ 146	\$ 100	\$ 100	\$ 100
01-13-6-606	Supplies	164	430	300	300	300
	<b>TOTAL COMMODITIES</b>	<b>\$ 216</b>	<b>\$ 576</b>	<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ 400</b>
<b>CAPITAL OUTLAY</b>						
01-13-7-720	Equipment	\$ 1,979	\$ -	\$ 500	\$ 500	\$ 500
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 1,979</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>
	<b>TOTAL INFORMATION TECHNOLOGY</b>	<b>\$ 204,137</b>	<b>\$ 243,198</b>	<b>\$ 262,200</b>	<b>\$ 259,900</b>	<b>\$ 288,100</b>

## BUDGET COMPARISON



### Information Technology Department Line Item Descriptions

#### 01-13-3-401 Director \$ 120,000

FY17/18 Actual:	\$ 90,348	FY18/19 Actual:	\$ 93,988
FY19/20 Budget:	\$ 99,600	FY19/20 Projected:	\$ 99,500
Budget to Proposed	20.5% $\Delta$	Projected to Proposed	20.6% $\Delta$

This line item is the salary for the Information Technology Director who is responsible for all functions of the Information Technology Department and IT functions throughout the City. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates any "bring to minimum" pay increases as well as an opportunity for a merit pay increase based on the City's approved merit program.

#### 01-13-3-405 Desktop Support Specialist \$ 65,600

FY17/18 Actual:	\$ 46,391	FY18/19 Actual:	\$ 62,067
FY19/20 Budget:	\$ 63,700	FY19/20 Projected:	\$ 63,700
Budget to Proposed	3.0% $\Delta$	Projected to Proposed	3.0% $\Delta$

This line item is the salary for the Desktop Support Specialist. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates any "bring to minimum" pay increases as well as an opportunity for a merit pay increase based on the City's approved merit program.

**01-13-3-431 IT Assistant \$ 8,500**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 7,200	FY19/20 Projected:	\$ 8,500
Budget to Proposed	18.1% <span style="color: red;">△</span>	Projected to Proposed	0.0%

This line item is the salary for a seasonal part-time IT Assistant. This position assists with basic IT duties to allow for more specialized work to be completed by full-time staff. FY20/21 funding is for one assistant to work over the summer and during winter break.

**01-13-3-445 Overtime \$ 500**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 346
FY19/20 Budget:	\$ 2,000	FY19/20 Projected:	\$ 300
Budget to Proposed	-75.0% <span style="color: green;">▽</span>	Projected to Proposed	66.7% <span style="color: red;">△</span>

This line item accounts for the overtime needed in the IT Department for emergency/off hour's repairs.

**01-13-3-451 Sick Leave Conversion \$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

No employees within the Information Technology Department's budget are eligible for sick leave conversion benefits, which provides for the accumulation of a maximum of 800 hours (100 days) of sick leave with any amount over this paid at 50%, but applied to employee health insurance contributions.

**01-13-4-452 Travel & Training \$ 4,500**

FY17/18 Actual:	\$ 2,456	FY18/19 Actual:	\$ 3,550
FY19/20 Budget:	\$ 9,500	FY19/20 Projected:	\$ 9,500
Budget to Proposed	-52.6% <span style="color: green;">▽</span>	Projected to Proposed	-52.6% <span style="color: green;">▽</span>

This budget item allows for the continued professional development of Departmental personnel including training in City systems, such as Microsoft, Extreme Networking, and Laserfiche. The increase in the FY19/20 budget was due to staff entering into a three year security awareness training program with KnowBe4, to help reduce the City's exposure to viruses and ransomware.

**01-13-4-454 Dues/Subscriptions/Books \$ 500**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 849
FY19/20 Budget:	\$ 1,000	FY19/20 Projected:	\$ 300
Budget to Proposed	-50.0% <span style="color: green;">▽</span>	Projected to Proposed	66.7% <span style="color: red;">△</span>

This line item covers expenses for continued participation in the Government Management Information Sciences (GMIS) Illinois, subscriptions to professional publications, and the purchase of reference materials for computer-based software.

<b>01-13-5-501</b>	<b>Communications</b>			<b>\$ 7,500</b>
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FY17/18 Actual:	\$ 3,605	FY18/19 Actual:	\$ 8,428
FY19/20 Budget:	\$ 7,500	FY19/20 Projected:	\$ 7,200
Budget to Proposed	0.0%	Projected to Proposed	4.2% <span style="color: red;">△</span>

This line item covers the IT department’s cost for telephone and cellular charges. It also provides funding for the primary and secondary internet bandwidth charges for all of the City’s departments, excluding the Woodstock Public Library, Waste Water Treatment, and 1<sup>st</sup> Street Water Treatment plant. The increase in funding for FY18/19 occurred after receiving a bill from NIU for internet charges that should have been received and paid in the previous fiscal year.

<b>01-13-5-502</b>	<b>Legal Expenses</b>			<b>\$ 500</b>
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FY17/18 Actual:	\$ 465	FY18/19 Actual:	\$ 963
FY19/20 Budget:	\$ 500	FY19/20 Projected:	\$ 0
Budget to Proposed	0.0%	Projected to Proposed	N/A

This budget item covers the cost of legal services provided by the City Attorney for review of contracts and documents as needed for the department.

<b>01-13-5-552</b>	<b>Service to Maintain Equipment</b>			<b>\$ 39,800</b>
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FY17/18 Actual:	\$ 17,454	FY18/19 Actual:	\$ 33,441
FY19/20 Budget:	\$ 29,000	FY19/20 Projected:	\$ 28,700
Budget to Proposed	37.2% <span style="color: red;">△</span>	Projected to Proposed	38.7% <span style="color: red;">△</span>

Ongoing maintenance costs for the City’s Information Technology services has been consolidated and removed from the other Departments and included within this account to achieve economies of scale. Provided below are the various costs to maintain the City’s Information Technology infrastructure:

Phone System – Mitel TIG	\$ 5,600
Unitrends – Backup System	11,700
Granicus – Live Streaming	6,900
Firewall Maintenance Renewal (3 yr.)	7,500
Email Archiving	2,600
Miscellaneous	4,700
SCADA Win-E911	<u>800</u>
	\$39,800

<b>01-13-5-556</b>	<b>City Website</b>			<b>\$ 6,000</b>
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FY17/18 Actual:	\$ 7,175	FY18/19 Actual:	\$ 5,216
FY19/20 Budget:	\$ 7,500	FY19/20 Projected:	\$ 7,500
Budget to Proposed	-20.0% <span style="color: green;">▽</span>	Projected to Proposed	-20.0% <span style="color: green;">▽</span>

This line item was created to monitor the costs for the City’s websites, including cost of website hosting and maintenance, as well as domain registration fees, and SSL certificates.

<b>01-13-5-561 Fiber Optic Maintenance</b>			<b>\$ 33,800</b>
--	--	--	------------------

FY17/18 Actual:	\$ 34,048	FY18/19 Actual:	\$ 33,774
FY19/20 Budget:	\$ 33,800	FY19/20 Projected:	\$ 33,800
Budget to Proposed	0.0%	Projected to Proposed	0.0%

The City Council authorized the participation in an intergovernmental joint venture with District 200, McHenry County, McHenry County College, and McHenry County ETSB. This account provides the funding for committed maintenance expenses and locate expenses to be billed each fiscal year.

<b>01-13-6-601 Postage</b>			<b>\$ 100</b>
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FY17/18 Actual:	\$ 52	FY18/19 Actual:	\$ 146
FY19/20 Budget:	\$ 100	FY19/20 Projected:	\$ 100
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This budget item is used for postage and shipping expenses related to the City's information technology efforts.

<b>01-13-6-606 Supplies</b>			<b>\$ 300</b>
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FY17/18 Actual:	\$ 164	FY18/19 Actual:	\$ 430
FY19/20 Budget:	\$ 300	FY19/20 Projected:	\$ 300
Budget to Proposed	0.0%	Projected to Proposed	0.0%

Expenses covered in this line item include general office supplies.

<b>01-13-7-720 Equipment</b>			<b>\$ 500</b>
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FY17/18 Actual:	\$ 1,979	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 500	FY19/20 Projected:	\$ 500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

Funding in FY20/21 is to purchase new battery backup hardware.



Annual Budget  
FY20/21

# Audit

## Municipal Audit Fund

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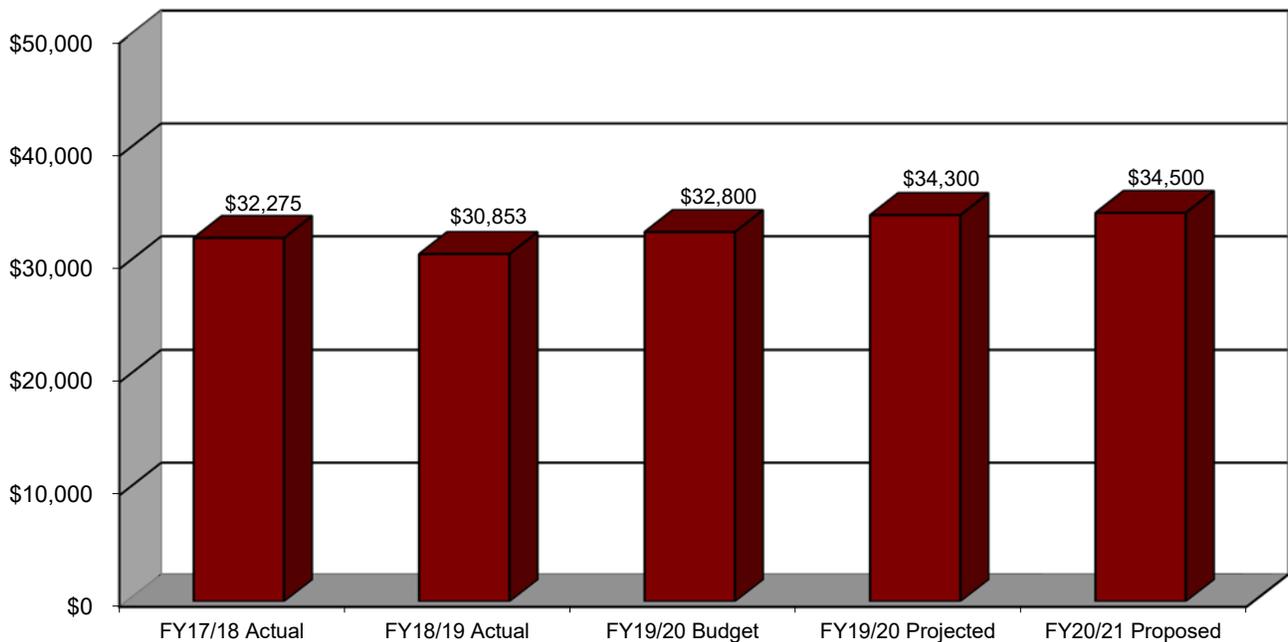
In accordance with Illinois law (65 ILCS 5/8-8-3), an annual audit of the funds and accounts of the City is required to be completed by a Certified Public Accountant. Annually, the City receives an unmodified audit opinion on its financial statements. The audit is required to be submitted within six months after the close of the fiscal year. The City levies a property tax for the payment of related audit fees in accordance with State law.



### Objective:

- To ensure proper funding is available so that an annual audit is completed by a qualified independent professional. This audit is completed using a systematic and independent examination of City of Woodstock data and records to establish a reasonable assurance that the Comprehensive Annual Financial Report (CAFR) presented by the City to the public is free from material misstatement.
- To continue to receive the Certificate of Achievement for Excellence in Financial Reporting award from the Government Finance Officers Association.

### BUDGET COMPARISON



## Audit Fund

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
Beginning Fund Balance					\$ 22,700	\$ 21,200
<b>REVENUES</b>						
<b>Taxes</b>						
02-00-1-311	Property Taxes	\$ 31,715	\$ 31,659	\$ 32,400	\$ 32,300	\$ 33,100
TOTAL TAXES		\$ 31,715	\$ 31,659	\$ 32,400	\$ 32,300	\$ 33,100
<b>INTEREST</b>						
02-00-5-381	Interest Income	\$ 341	\$ 514	\$ 500	\$ 500	\$ 400
TOTAL INTEREST		\$ 341	\$ 514	\$ 500	\$ 500	\$ 400
<b>TOTAL REVENUES</b>		\$ 32,056	\$ 32,173	\$ 32,900	\$ 32,800	\$ 33,500
<b>EXPENSES</b>						
<b>CONTRACTUAL SERVICES</b>						
02-00-5-507	Municipal Audit	\$ 32,275	\$ 30,853	\$ 32,800	\$ 34,300	\$ 34,500
TOTAL CONTRACTUAL SERVICES		\$ 32,275	\$ 30,853	\$ 32,800	\$ 34,300	\$ 34,500
<b>TOTAL AUDIT FUND EXPENSES</b>		\$ 32,275	\$ 30,853	\$ 32,800	\$ 34,300	\$ 34,500
<b>NET INCREASE (DECREASE)</b>		\$ (219)	\$ 1,320	\$ 100	\$ (1,500)	\$ (1,000)
Ending Fund Balance					\$ 21,200	\$ 20,200

## Municipal Audit Fund Line Item Descriptions

<b>02-00-1-311</b>	<b>Property Taxes</b>					<b>\$ 33,100</b>
FY17/18 Actual:	\$ 31,715	FY18/19 Actual:			\$ 31,659	
FY19/20 Budget:	\$ 32,400	FY19/20 Projected:			\$ 32,300	
Budget to Proposed	2.2% <span style="color: green;">△</span>	Projected to Proposed			2.5% <span style="color: green;">△</span>	

The City levies a specific property tax to pay for the City's annual audit.

<b>02-00-5-381</b>	<b>Interest Income</b>					<b>\$ 400</b>
FY17/18 Actual:	\$ 341	FY18/19 Actual:			\$ 514	
FY19/20 Budget:	\$ 500	FY19/20 Projected:			\$ 500	
Budget to Proposed	-20.0% <span style="color: red;">▽</span>	Projected to Proposed			-20.0% <span style="color: red;">▽</span>	

Interest received from the Municipal Audit Fund's available bank balance is recorded in this line item.

02-00-5-507 Municipal Audit

\$ 34,500

FY17/18 Actual:	\$ 32,275	FY18/19 Actual:	\$ 30,853
FY19/20 Budget:	\$ 32,800	FY19/20 Projected:	\$ 34,300
Budget to Proposed	5.2% $\Delta$	Projected to Proposed	0.6% $\Delta$

The City is required to conduct an annual audit each year. In December 2015, the City extended its current agreement with Sikich LLP for four (4) additional years, with the option of two (2) additional one-year terms at the City's discretion. At the November 5, 2019 meeting, the City Council voted to accept the two (2) year contract extension with Sikich LLP.



Annual Budget  
FY20/21

# Police

## Police Department

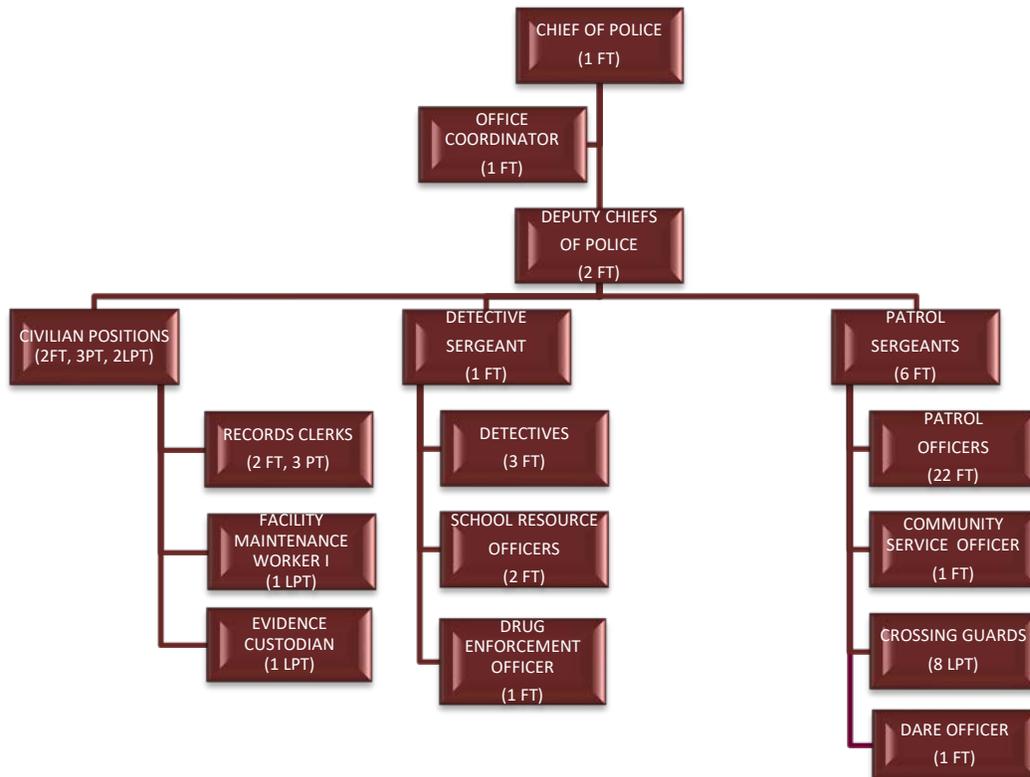
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With the beginning of a new decade, assurances can be made that the men and women of the Woodstock Police Department remain committed to the department's mission of "Providing the highest quality of police services by working with our community and sharing our mutual responsibilities for safety, service, and problem resolution." In bringing that mission statement to life, the police officers of the Woodstock Police Department are responsible for the safeguarding of: Life, civil liberties, and property. They accomplish those responsibilities, to the best of their abilities and with the available resources, through their efforts of crime prevention, investigating reported crime, apprehending and assisting in the prosecution of offenders, and recovering stolen property. Simultaneously, the non-sworn members of the staff remain dedicated and vigilant in their critical support roles as part of the overall mission accomplishment. Additionally, as the law enforcement organization for the City of Woodstock, we have the responsibility for the regulation of criminal and non-criminal conduct through operational means that continue to be service-effective for the citizens of Woodstock; however, we accomplish that with the vigilant mindset that the department must remain cost-efficient in today's ever-changing economic environment. When the police department is successful in achieving its mission, then we move toward a state of accomplishing the Woodstock Police Department's vision statement; which states, "To achieve an undisputable level of respect from the community for each and every member of the Woodstock Police Department via the members' application of law enforcement and community caretaking." And we accomplish the vision and mission statements of the Woodstock Police Department by adhering to three major tenets:

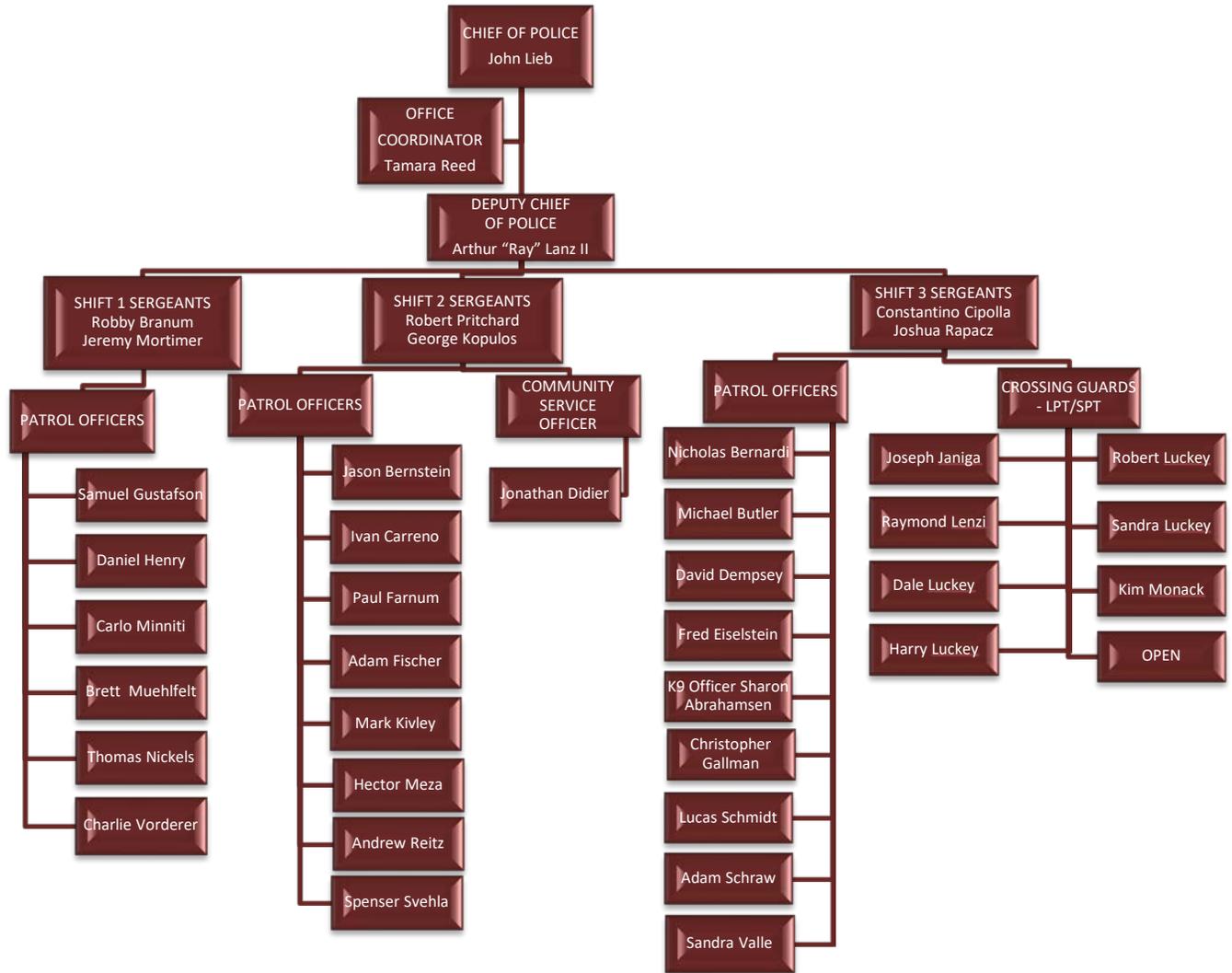


- By being a dedicated, professional Police Department committed to and accountable for promoting safety and security
- By having no tolerance for criminal behavior, gangs, violence, and unlawful drug activity
- By ensuring a safe environment by implementing a community policing philosophy along with positive, healthy public, private, and interagency partnerships

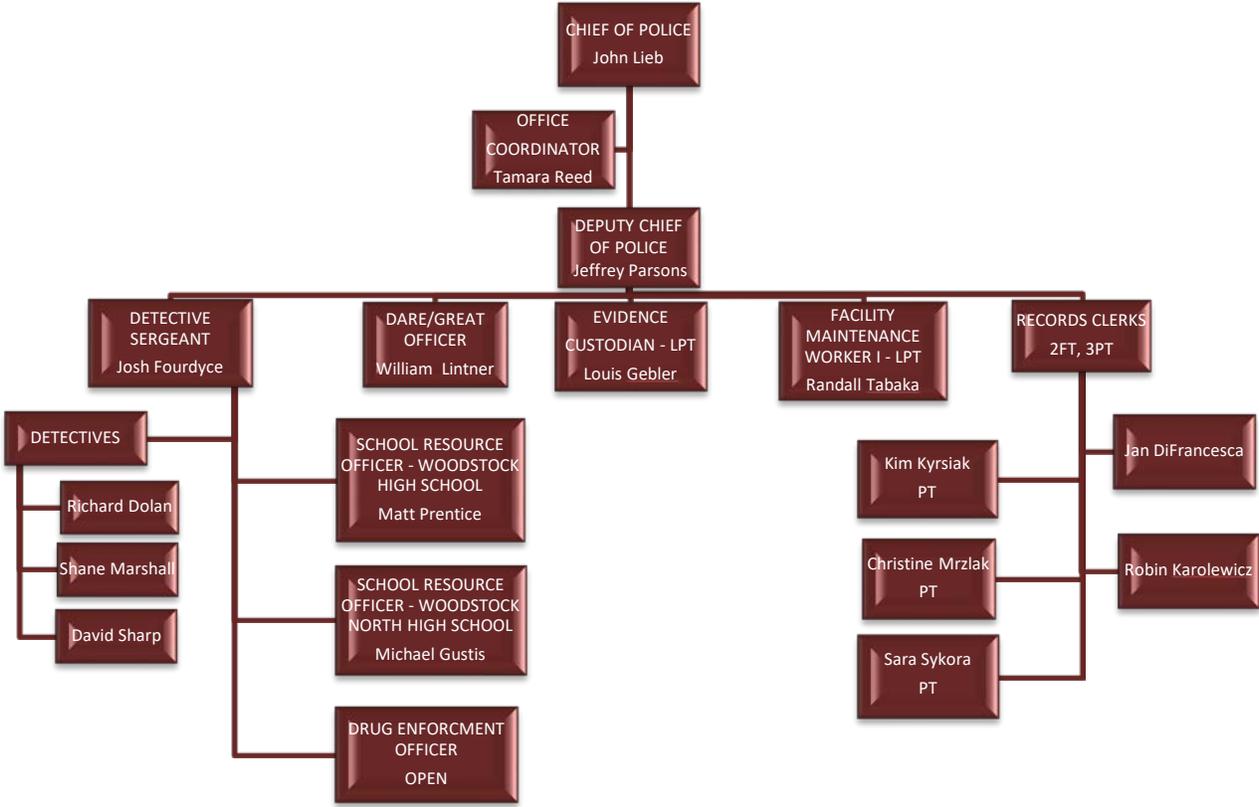
## POLICE DEPARTMENT – OVERALL ORGANIZATIONAL CHART



# WOODSTOCK POLICE DEPARTMENT – FIELD OPERATIONS/PATROL ORGANIZATIONAL CHART



# WOODSTOCK POLICE DEPARTMENT – SUPPORT SERVICES ORGANIZATIONAL CHART



*\*Positions noted as OPEN\* will be filled from current patrol officer staff, without backfilling the role being vacated.*

<b>POLICE DEPARTMENT – PERSONNEL SUMMARY</b>					
AUTHORIZED POSITION/TITLE	17/18	18/19	19/20	20/21	+(-)
Chief of Police	1	1	1	1	0
Deputy Chief	2	2	2	2	0
Administrative Office Coordinator	1	1	1	1	0
Patrol Sergeant	6	6	6	6	0
Detective Sergeant	1	1	1	1	0
Special Services Sergeant	0	0	0	0	0
Patrol Officers***	23	23	23	23	0
Detectives	3	3	3	3	0
D.A.R.E. Officer	1	1	1	1	0
School Liaison Officers**	1	2**	2	2	0
Telecommunicators	0	0	0	0	0
Records Clerk - FT	2	2	2	2	0
Records Clerks - LPT	1.5	1.5	0	0	0
Records Clerks - PT	0	0	1.5	1.5	0
Custodian	1	0	0	0	0
Community Service Officer-PT*	1	1*	0	0	0
Community Service Officer-FT*	0	0	1*	1	0
Facility Maintenance Worker I-LPT	0.5	0.5	0.5	0.5	0
Crossing Guards – LPT (SPT)	4	4	4	4	0
Evidence Custodian - LPT	0.5	0.5	0.5	0.5	0
<b>TOTAL FULL TIME</b>	<b>42</b>	<b>42</b>	<b>43</b>	<b>43</b>	<b>0</b>
<b>TOTAL PART TIME (FTE)</b>	<b>1</b>	<b>1</b>	<b>1.5</b>	<b>1.5</b>	<b>0</b>
<b>TOTAL LPT (FTE)</b>	<b>6.5</b>	<b>6.5</b>	<b>5</b>	<b>5</b>	<b>0</b>
<b>TOTAL SWORN</b>	<b>38</b>	<b>39</b>	<b>39</b>	<b>39</b>	

\* Two part-time Community Service Officers consolidated to one full-time Community Service Officer during FY18/19.

\*\* District 200 added a 2<sup>nd</sup> School Resource Officer at the start of the 2018/2019 school year.

\*\*\* One full-time Drug Enforcement Officer included with Patrol Officers.

\*\*\*\* In FY19/20 Limited Part-Time Records Clerks changed to Part Time.

## **FY19/20 Accomplishments**

### ***Operations:***

- Resolved all reported major crimes to a level that ensured continued safety for the community.
- Appropriately addressed all complaints and concerns to a level of an acceptable resolution.
- Initiated and completed contract negotiations with the two union units operating at the department to ensure smooth, continued operations.
- Continued the support and advocacy for Woodstock's dispatching service (NERCOM).
- Continued the successful sustainment of the City's Public Places and Park Management Policy.
- Successfully implemented an integrated in-car/officer body-worn camera program.
- Appointed a WPD Sergeant as the Major Crash Assistance Team (MCAT) Commander.

### ***Community Caretaking:***

- Conducted, participated in, or attended numerous community events and presentations, including: Woodstock Square events (e.g., Groundhog Day, Witches and Wizards of Woodstock, Fair Diddley, Farmers' Market, etc.), K-9 Unit public appearances/demonstrations, security briefings for private businesses, D200 Safety/Security Plan review, Family Read Night, National Read Across America Day, two AARP Driver Safety Programs, Coffee With a Cop, Spanish Connections, BWV fundraising event and Torch Run for Illinois Special Olympics, Shop With A Cop, 4<sup>th</sup> of July Fireworks celebration, Gavers Barn Dance, Summer In The Park – Teen Dance/National Night Out, International Overdose Awareness Day, and Anti-Domestic Violence Vigil.
- Maintained numerous community programs, including: Drug Abuse Resistance Education (D.A.R.E.), and Gang Resistance and Education Training (G.R.E.A.T.), High School Resource Officers, monthly Coffee with the Chief, BSA Police Explorers Post, Liquor License Holders' Meetings, Neighborhood Watch Programs, host site for the Drug Take Back Program, continuation of the 24/7 Medication Drop Off, Senior Citizen Call In Program, home and business security checks, and relationship building with Permanent Beat Officers and the business community.
- Continued participation with the Community Services Block Grant Advisory Board.
- Participated in discussions in regard to the Neighborhood Revitalization Strategy Area (NRSA).
- Participated in the Law Enforcement Day for this year's class of the Leadership of Greater McHenry County program.

### ***Policy/Ordinance:***

- Implemented a Sound Amplification Ordinance.
- Implemented a revised Solicitation Ordinance.
- Implemented a revised Cannabis Control Ordinance.
- Implemented a revised Possession of Tobacco Ordinance.
- Implemented a renewed Gang Taskforce IGA.
- Prepared and implemented a revised NERCOM IGA designed for the long-term.
- Amended the City Code to allow a Pre-Certified Police Officer Hiring program.
- Reviewed facets of a Crime-Free Housing Program for future consideration by City Council.

### ***Personnel:***

- Facilitated the process with the BOFPC in establishing a Sergeant Promotional List.
- Facilitated the process with the BOFPC and HR in establishing a Patrol Officer Eligibility List.
- Properly recognized three long-term sworn personnel upon their retirements.
- Trained and deployed one DARE Officer.

- Trained and deployed two Detectives.
- Selected and trained two additional Field Training Officers.
- Selected, trained, and deployed one additional MCAT Investigator.
- Selected and deployed two additional Police Explorer Advisors.
- Hired, trained, and deployed four recruit police officers.
- Ensured command personnel were in attendance at each recruit police officer's academy graduation.
- Promoted, trained, and deployed one sworn officer to the rank of Sergeant.
- Attended the International Chiefs of Police Association Conference (two command personnel).
- Continued promoting educational opportunities for the leadership team (e.g., the attendance of the Northwestern University Center for Public Safety School of Police Staff and Command by a Patrol Sergeant).
- Continued professional career-related and realistic training for all sworn personnel.
- Honored the Officer of the Year for Woodstock Police Department at both the Moose Lodge's "Community Heroes" event and the McHenry County Chiefs' of Police Association event.
- Honored the passing of a retired WPD officer by attending his funeral service.
- Experienced a near grievance-free year.

***Police Facility:***

- Extended the life of the facility's aging parking lots by ensuring an effective sealcoat at an efficient cost.
- Extended the life of the facility's roofing system by implementing a roof-care solution.
- Implemented an energy-friendly LED lighting solution in portions of the facility.

**FY20/21 Goals and Objectives**

***Operations:***

- Continue to resolve all reported major crimes to a level that ensures the continued safety for the community.
- Maintain highly-visible and effective Woodstock Square patrols.
- Continue to increase efficiencies in the Records Division operations in preparation for NIBRS.
- Continue to advocate for the success of NERCOM.
- Place an emphasis on traffic-crash reduction by participating in the Illinois Chiefs of Police Association Traffic Safety Challenge.

***Community Caretaking:***

- Continue all "Community Caretaking" accomplishments from the previous year.
- Continue to promote the Police Explorer Program and College Intern Program.
- Improve the National Night Out/Summer In The Park "Teen Dance" as it pertains to attendance and available activities.

***Policy/Ordinance:***

- Implement a Crime-Free Housing program after implementation of a Landlord Registration program.
- Complete a revision of all Woodstock Police Department General Orders and policies in preparation for professional accreditation through the Illinois Law Enforcement Accreditation Program (ILEAP).
- Implement a Police Officer Commendation policy and program.

**Personnel:**

- Prepare for and conduct the annual department meeting.
- Continue to promote the advantages of a highly-educated and professional leadership team.
- Continue the endeavor for the application acceptance to the FBI National Academy for rising police department leaders.
- Continue the endeavor to educate the leaders of the department via Northwestern University’s Center for Public Safety School of Police Staff and Command.
- Ensure training opportunities remain available to all current personnel.
- Complete a Police Officer Eligibility testing process with the BOFPC.
- Be prepared to hire, train, and deploy at least one recruit police officer.
- Select, train, and deploy a third officer to the multi-jurisdictional SWAT team.
- Continue to increase the number of Crisis Intervention Team (C.I.T.) trained officers.
- Resources dependent, select, train, and deploy a Motorcycle Officer.

**Police Facility:**

- Ensure the facility’s systems continue to be prepared for emergency situations.
- Continue to utilize cost-effective means for facility beautification projects.
- Continue a facility roof-care solution to extend the life of the facility.
- Extend the life of the parking lots through sealcoat maintenance to postpone replacement costs.
- Continue to research and implement resources to reduce energy expenditures.

**Performance Measures**

Item	Goal	Description	2017 Actual	2018 Actual	2019 Actual
Crime Rate	Suppress crime and promote the safety of the Woodstock Community	Reduce Overall Total Index Crime Rate (FBI)	422	322	*
Traffic Crashes	To ensure the motoring public of Woodstock has the perception that they are safe while driving	Reduce overall traffic crashes	860	885	787
Monitor Budget	To effectively manage police resources to meet the needs of the Woodstock Community	To complete FY19/20 within budget	FY16/17 -\$52K	FY17/18 -\$112K	FY18/19 -\$73K
Youth Emphasis	Renewed emphasis on youth activities with Police Department	Number of youth-oriented initiatives	8	13	13
Neighborhood Emphasis	Place a continued and enhanced emphasis on neighborhoods as the primary building block of the City	Number of community-oriented initiatives	14	24	22

\*Data not yet available

**Police Protection Fund**

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
<b>Beginning Fund Balance</b>					\$ 102,800	\$ 63,600
<b>REVENUES</b>						
<b>Taxes</b>						
03-00-1-311	Property Taxes-Police Operations	\$ 2,478,503	\$ 2,473,861	\$ 2,485,000	\$ 2,479,500	\$ 2,485,000
03-00-1-312	Property Taxes-Police Pension	1,408,018	1,342,311	1,211,200	1,208,500	1,366,000
03-00-1-314	Cannabis Excise	-	-	-	3,300	20,400
<b>TOTAL TAXES</b>		<b>\$ 3,886,521</b>	<b>\$ 3,816,172</b>	<b>\$ 3,696,200</b>	<b>\$ 3,691,300</b>	<b>\$ 3,871,400</b>
<b>FEES</b>						
03-00-2-321	Police Fines	\$ 224,407	\$ 250,714	\$ 300,000	\$ 247,900	\$ 250,000
03-00-2-322	Adjudicated Fines	17,339	17,868	17,000	14,000	16,000
03-00-2-330	Video Gaming Licensing Fees	65,650	70,531	69,200	72,400	85,500
<b>TOTAL FEES</b>		<b>\$ 307,396</b>	<b>\$ 339,113</b>	<b>\$ 386,200</b>	<b>\$ 334,300</b>	<b>\$ 351,500</b>
<b>INTERGOVERNMENTAL</b>						
03-00-4-344	PTI Reimbursement	\$ -	\$ 7,172	\$ -	\$ -	\$ 3,900
03-00-4-354	District 200 Reimbursement	60,400	102,894	118,600	118,600	125,000
03-00-4-448	Police Grant Revenue	18,988	23,149	25,700	18,300	25,700
<b>TOTAL INTERGOVERNMENTAL</b>		<b>\$ 79,388</b>	<b>\$ 133,215</b>	<b>\$ 144,300</b>	<b>\$ 136,900</b>	<b>\$ 154,600</b>
<b>OTHER REVENUE</b>						
03-00-5-360	DARE Contributions	\$ 1,100	\$ 530	\$ 2,000	\$ 5,000	\$ 2,500
03-00-5-370	Wireless Alarm Fees	55,890	56,106	55,600	58,300	58,700
03-00-5-380	Miscellaneous Income	7,017	7,730	11,000	11,400	11,000
03-00-5-382	Extra Police Duty Charges	9,451	10,312	11,000	11,000	11,600
03-00-5-383	Workers' Comp Recapture	806	3,174	-	-	-
03-00-5-393	Drug Forfeiture Revenue	-	-	1,000	-	1,000
03-00-5-394	Explorer Revenue	-	109	2,500	2,100	2,500
03-00-5-395	Emergency 911 Revenue	16,376	4,980	-	-	-
03-00-5-396	DUI Fines	8,523	7,919	10,000	8,400	10,000
<b>TOTAL OTHER REVENUE</b>		<b>\$ 99,163</b>	<b>\$ 90,860</b>	<b>\$ 93,100</b>	<b>\$ 96,200</b>	<b>\$ 97,300</b>
<b>TOTAL REVENUES (BEFORE TRANSFERS)</b>		<b>\$ 4,372,468</b>	<b>\$ 4,379,360</b>	<b>\$ 4,319,800</b>	<b>\$ 4,258,700</b>	<b>\$ 4,474,800</b>
<b>TRANSFERS (TO)/FROM OTHER FUNDS</b>						
03-00-9-392	Transfer from General Corporate Fund	\$ 2,541,662	\$ 2,559,440	\$ 2,973,800	\$ 2,917,500	\$ 2,807,000
03-00-9-393	Transfer from Wireless Alarm Fund	100,000	100,000	100,000	100,000	100,000
03-00-9-888	Transfer to Police Pension Fund	(1,408,018)	(1,342,311)	(1,348,400)	(1,348,400)	(1,366,000)
03-00-9-889	Transfer to Employees Insurance Fund	(602,960)	(629,338)	(667,000)	(630,000)	(643,100)
<b>TOTAL TRANSFERS (TO)/FROM OTHER FUNDS</b>		<b>\$ 630,684</b>	<b>\$ 687,791</b>	<b>\$ 1,058,400</b>	<b>\$ 1,039,100</b>	<b>\$ 897,900</b>
<b>TOTAL REVENUES (AFTER TRANSFERS)</b>		<b>\$ 5,003,152</b>	<b>\$ 5,067,151</b>	<b>\$ 5,378,200</b>	<b>\$ 5,297,800</b>	<b>\$ 5,372,700</b>

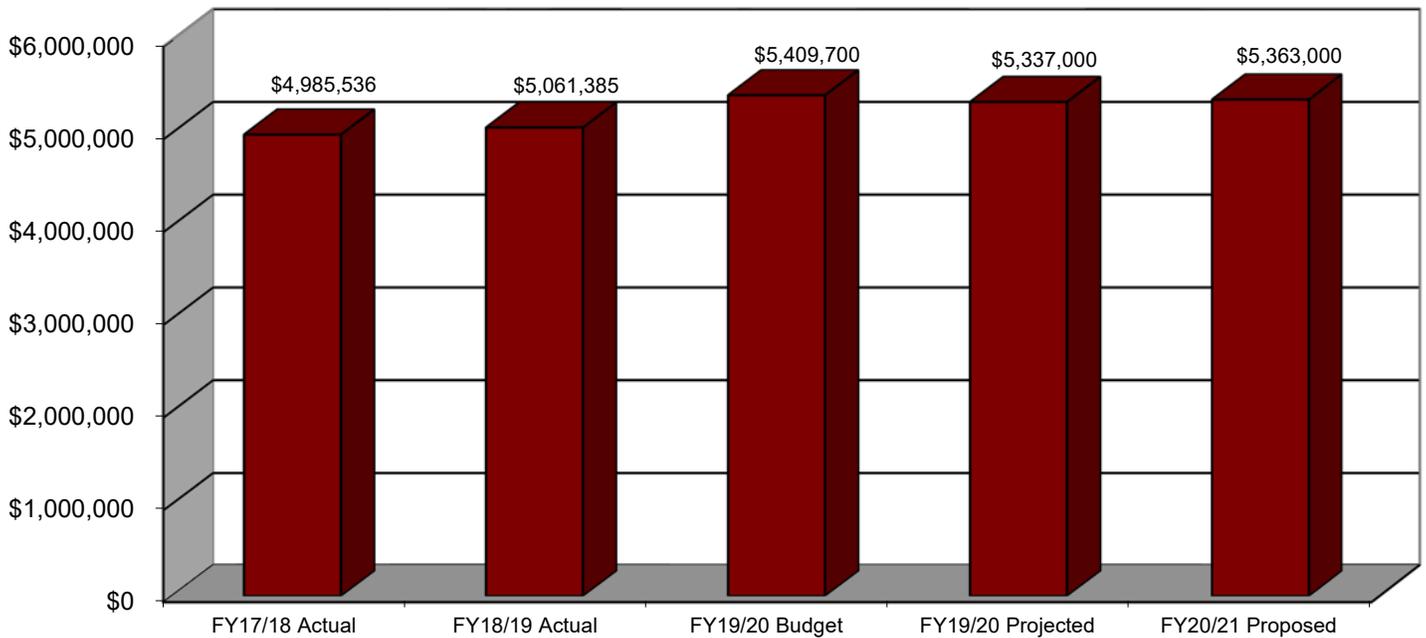
**Police Protection Fund (Continued)**

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
<b>EXPENSES</b>						
<b>SALARIES</b>						
03-00-3-406	Office Coordinator	\$ 56,439	\$ 57,574	\$ 58,600	\$ 58,600	\$ 60,400
03-00-3-407	Records/Communications/Evidence	229,926	190,107	228,600	215,100	243,100
03-00-3-418	Maintenance Personnel	50,725	12,517	16,700	12,500	16,700
03-00-3-421	Police Chief	125,499	130,555	135,900	135,800	142,000
03-00-3-423	Supervisory Officers	995,303	1,015,689	1,002,600	1,016,300	1,033,000
03-00-3-424	Police Officers	2,258,990	2,339,002	2,541,700	2,402,600	2,443,700
03-00-3-425	Community Service Officers	43,478	42,983	45,600	45,400	51,600
03-00-3-430	Crossing Guards	38,098	38,505	41,200	40,900	62,600
03-00-3-433	Extra Police Duty	8,701	10,619	11,000	11,000	11,600
03-00-3-445	Overtime Records Clerks	187	1,521	2,100	400	2,200
03-00-3-447	Overtime Officers	176,687	177,553	170,000	312,100	170,000
03-00-3-448	Overtime Grant Officers	15,147	22,627	25,700	18,300	25,700
03-00-3-451	Sick Leave Conversion	20,967	26,832	36,200	15,800	35,900
<b>TOTAL SALARIES</b>		<b>\$ 4,020,147</b>	<b>\$ 4,066,084</b>	<b>\$ 4,315,900</b>	<b>\$ 4,284,800</b>	<b>\$ 4,298,500</b>
<b>PERSONAL SERVICES</b>						
03-00-4-452	Travel & Training	\$ 28,462	\$ 21,714	\$ 22,000	\$ 30,100	\$ 28,900
03-00-4-453	Uniform Allowance	38,175	38,331	40,000	37,300	40,000
03-00-4-454	Dues & Subscriptions	2,092	3,127	3,100	3,100	4,800
03-00-4-455	Board of Fire & Police Commission	395	460	2,000	1,400	2,000
03-00-4-456	Unemployment Compensation	-	4,620	-	-	-
<b>TOTAL PERSONAL SERVICES</b>		<b>\$ 69,124</b>	<b>\$ 68,252</b>	<b>\$ 67,100</b>	<b>\$ 71,900</b>	<b>\$ 75,700</b>
<b>CONTRACTUAL SERVICES</b>						
03-00-5-501	Communications	\$ 19,984	\$ 19,768	\$ 20,000	\$ 19,500	\$ 20,000
03-00-5-502	Legal Expenses	71,565	70,276	87,500	63,400	75,000
03-00-5-543	Leases and Professional Services	3,586	2,930	4,500	9,100	4,500
03-00-5-545	Dispatch Services	647,620	654,138	691,000	659,600	700,700
03-00-5-550	Service to Maintain Building	17,952	42,323	36,500	42,200	36,500
03-00-5-552	Service to Maintain Equipment	14,186	11,959	16,000	16,400	21,300
03-00-5-553	Service to Maintain Vehicles	7,954	5,153	6,000	5,400	6,300
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>\$ 782,847</b>	<b>\$ 806,547</b>	<b>\$ 861,500</b>	<b>\$ 815,600</b>	<b>\$ 864,300</b>
<b>COMMODITIES</b>						
03-00-6-601	Postage	\$ 1,096	\$ 1,261	\$ 1,500	\$ 1,500	\$ 1,500
03-00-6-602	Gasoline & Oil	58,456	58,728	70,000	62,000	70,000
03-00-6-603	Fuel-Heating	-	96	-	200	-
03-00-6-606	Supplies	19,084	19,331	20,500	20,500	20,500
03-00-6-610	DARE	-	4,268	2,000	4,700	2,500
03-00-6-613	Water & Sewer	1,132	680	1,200	800	1,200
03-00-6-622	Material to Maintain Vehicles	17,367	22,824	18,000	18,000	18,000
<b>TOTAL COMMODITIES</b>		<b>\$ 97,135</b>	<b>\$ 107,188</b>	<b>\$ 113,200</b>	<b>\$ 107,700</b>	<b>\$ 113,700</b>
<b>CAPITAL OUTLAY</b>						
03-00-7-720	Equipment	\$ 7,898	\$ 9,808	\$ 7,000	\$ 7,000	\$ 7,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 7,898</b>	<b>\$ 9,808</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>

**Police Protection Fund (Continued)**

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
<b>OTHER CHARGES</b>						
03-00-8-823	DUI Fines Expenditures	\$ -	\$ 2,497	\$ 43,000	\$ 50,000	\$ 1,300
03-00-8-829	Drug Forfeiture Expenditures	-	900	1,000	-	1,000
03-00-8-830	Explorer Expenditures	-	109	1,000	-	1,500
03-00-8-831	Emergency 911 Expenditures	8,385	-	-	-	-
<b>TOTAL OTHER CHARGES</b>		<b>\$ 8,385</b>	<b>\$ 3,506</b>	<b>\$ 45,000</b>	<b>\$ 50,000</b>	<b>\$ 3,800</b>
<b>TOTAL POLICE PROTECTION FUND EXPENSES</b>		<b>\$ 4,985,536</b>	<b>\$ 5,061,385</b>	<b>\$ 5,409,700</b>	<b>\$ 5,337,000</b>	<b>\$ 5,363,000</b>
<b>NET INCREASE (DECREASE)</b>		<b>\$ 17,616</b>	<b>\$ 5,766</b>	<b>\$ (31,500)</b>	<b>\$ (39,200)</b>	<b>\$ 9,700</b>
<b>Ending Fund Balance</b>					<b>\$ 63,600</b>	<b>\$ 73,300</b>

**BUDGET COMPARISON**



## Police Department Line Item Descriptions

### 03-00-1-311 Property Taxes - Police Operations \$ 2,485,000

FY17/18 Actual:	\$ 2,478,503	FY18/19 Actual:	\$ 2,473,861
FY19/20 Budget:	\$ 2,485,000	FY19/20 Projected:	\$ 2,479,500
Budget to Proposed	0.0%	Projected to Proposed	0.2% <span style="color: green;">△</span>

The Police Protection fund receives a property tax that is extended for the purpose of providing police protection services throughout the City.

### 03-00-1-312 Property Taxes - Police Pension \$ 1,366,000

FY17/18 Actual:	\$ 1,408,018	FY18/19 Actual:	\$ 1,342,311
FY19/20 Budget:	\$ 1,211,200	FY19/20 Projected:	\$ 1,208,500
Budget to Proposed	12.8% <span style="color: green;">△</span>	Projected to Proposed	13.0% <span style="color: green;">△</span>

This revenue line item reflects the anticipated property tax revenue received through the property tax levy for the Police Pension Fund, as projected by the Finance Department. These property taxes are restricted and can only be used to meet the employer's contribution for sworn police officers. Pursuant to applicable accounting requirements, a corresponding transfer of these dollars to the Police Pension Fund is provided for in Transfer Account #03-00-9-888, which follows later in this document.

### 03-00-1-314 Cannabis Excise \$ 20,400

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 3,300
Budget to Proposed	N/A	Projected to Proposed	518.2% <span style="color: green;">△</span>

The City receives a per capita share of Cannabis Excise tax received each month. In order to forecast this amount, the City relies on estimates provided by the Illinois Department of Revenue (IDOR) and The Commission on Government Forecasting and Accountability (COGFA). The IDOR and COGFA are currently estimating that municipalities will receive \$0.13 per capita for FY19/20. In FY20/21 it is estimated that the City will receive \$0.80 per capita.

### 03-00-2-321 Police Fines \$ 250,000

FY17/18 Actual:	\$ 224,407	FY18/19 Actual:	\$ 250,714
FY19/20 Budget:	\$ 300,000	FY19/20 Projected:	\$ 247,900
Budget to Proposed	-16.7% <span style="color: red;">▽</span>	Projected to Proposed	0.8% <span style="color: green;">△</span>

This revenue line item reflects fines collected from all offenses including criminal arrests, traffic citations, administrative vehicle impound tow fees and parking tickets.

**03-00-2-322 Adjudicated Fines \$ 16,000**

FY17/18 Actual:	\$ 17,339	FY18/19 Actual:	\$ 17,868
FY19/20 Budget:	\$ 17,000	FY19/20 Projected:	\$ 14,000
Budget to Proposed	-5.9% ▽	Projected to Proposed	14.3% △

This revenue line item reflects fines collected through the Administrative Adjudication hearing process for certain police-enforced municipal ordinance violations, which have been identified as being appropriate, as well as allowed by State Statute.

**03-00-2-330 Video Gaming Licensing Fees \$ 85,500**

FY17/18 Actual:	\$ 65,650	FY18/19 Actual:	\$ 70,531
FY19/20 Budget:	\$ 69,200	FY19/20 Projected:	\$ 72,400
Budget to Proposed	23.6% △	Projected to Proposed	18.1% △

With gaining Home Rule authority, the City in FY17/18 had increased the licensing fees related to Video Gaming. Previously, the City was limited to charging \$25 per machine, which was recorded in the General Fund. This was increased to \$1,000 per licensed establishment and \$500 per machine.

**03-00-4-344 PTI Reimbursement \$ 3,900**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 7,172
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item accounts for the receipt of reimbursement from the State of Illinois for some of the costs related to sending a recruit police officer to basic police training. In recent years, tuition expenses have been sent directly to the Police Academy from the Illinois Law Enforcement Training and Standards Board; however, it is expected that this grant program may be eliminated to where the agency will be required to provide up to 100% of the tuition costs.

**03-00-4-354 District 200 Reimbursement \$ 125,000**

FY17/18 Actual:	\$ 60,400	FY18/19 Actual:	\$ 102,894
FY19/20 Budget:	\$ 118,600	FY19/20 Projected:	\$ 118,600
Budget to Proposed	5.4% △	Projected to Proposed	5.4% △

This line item is based upon an annual contractual agreement between the City and District 200, which provides reimbursement to the City for two-thirds (equivalent to the school year) of the base salary for two High School Resource Officers.

**03-00-4-448 Police Grant Revenue \$ 25,700**

FY17/18 Actual:	\$ 18,988	FY18/19 Actual:	\$ 23,149
FY19/20 Budget:	\$ 25,700	FY19/20 Projected:	\$ 18,300
Budget to Proposed	0.0%	Projected to Proposed	40.4% △

The Illinois Department of Transportation offers grant opportunities on an annual basis to pay overtime costs associated with local Police Departments participating in special traffic enforcement campaigns intended to make the State's roadways safer. Such

campaigns typically target seatbelt and driving while under the influence violations. The expenditure of these grant funds is documented later within this budget in the "Overtime Grant Officers" expenditure account # 03-00-3-448.

<b>03-00-5-360 DARE Contributions</b>		<b>\$ 2,500</b>	
FY17/18 Actual:	\$ 1,100	FY18/19 Actual:	\$ 530
FY19/20 Budget:	\$ 2,000	FY19/20 Projected:	\$ 5,000
Budget to Proposed	25.0% <span style="color: green;">△</span>	Projected to Proposed	-50.0% <span style="color: red;">▽</span>

Due to continued lack of funding, which was previously available through State and Federal grants, fundraising efforts will continue to be required of the DARE Officer and the Department. The expenditure of these funds is documented later within this budget in the DARE expenditure account #03-00-6-610.

<b>03-00-5-370 Wireless Alarm Fees</b>		<b>\$ 58,700</b>	
FY17/18 Actual:	\$ 55,890	FY18/19 Actual:	\$ 56,106
FY19/20 Budget:	\$ 55,600	FY19/20 Projected:	\$ 58,300
Budget to Proposed	5.6% <span style="color: green;">△</span>	Projected to Proposed	0.7% <span style="color: green;">△</span>

The wireless alarm system has provided a more efficient and effective response to the alarms in our community and has created a consistent revenue stream. This proves to be a viable and reliable revenue source.

<b>03-00-5-380 Miscellaneous Income</b>		<b>\$ 11,000</b>	
FY17/18 Actual:	\$ 7,017	FY18/19 Actual:	\$ 7,730
FY19/20 Budget:	\$ 11,000	FY19/20 Projected:	\$ 11,400
Budget to Proposed	0.0%	Projected to Proposed	-3.5% <span style="color: red;">▽</span>

The revenue stream documented in this line item is generated from a number of miscellaneous sources of income received by the Police Department such as: charges for copies of police reports, offender registration lists, warrant execution, applicant fingerprinting, subpoenas, tobacco compliance checks, and bail bond processing.

<b>03-00-5-382 Extra Police Duty Charges</b>		<b>\$ 11,600</b>	
FY17/18 Actual:	\$ 9,451	FY18/19 Actual:	\$ 10,312
FY19/20 Budget:	\$ 11,000	FY19/20 Projected:	\$ 11,000
Budget to Proposed	5.5% <span style="color: green;">△</span>	Projected to Proposed	5.5% <span style="color: green;">△</span>

This revenue line item is to receive payment for any extra police duty provided at the request of a specific sponsor. These extra duty events are, by way of example, high school sporting events, high school dances, and community picnics in the parks. The revenue generated from this account is paid to the officer assigned to the extra duty through expenditure account #03-00-3-433.

**03-00-5-383 Workers' Compensation Recapture \$ 0**

FY17/18 Actual:	\$ 806	FY18/19 Actual:	\$ 3,174
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Illinois Statute requires that officers on workers' compensation receive 100.0% of their pay while out on a work injury. This line item records the revenue received from MCMRMA to help offset these payments.

**03-00-5-393 Drug Forfeiture Revenue \$ 1,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 1,000	FY19/20 Projected:	\$ 0
Budget to Proposed	0.0%	Projected to Proposed	N/A

This revenue line item is for asset forfeitures commonly seen in drug-related investigations resulting in arrests. A fraction of those assets are then returned to the arresting agency as part of a court-ordered forfeiture. All forfeited funds received through this process are mandated by State Statute to be spent on further enforcement of the drug enforcement laws of Illinois. The expenditures from this account are documented in line item #03-00-8-829 (Drug Forfeiture Expenditures).

**03-00-5-394 Explorer Revenue \$ 2,500**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 109
FY19/20 Budget:	\$ 2,500	FY19/20 Projected:	\$ 2,100
Budget to Proposed	0.0%	Projected to Proposed	19.0% <span style="color: green;">△</span>

This revenue line item is for grants and donations received to fund Woodstock Police Explorer Post #765. These funds are expended to provide for uniform and training items in support of the Police Explorer Post documented in line item #03-00-8-830.

**03-00-5-395 Emergency 911 Revenue \$ 0**

FY17/18 Actual:	\$ 16,376	FY18/19 Actual:	\$ 4,980
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

As per State Statute, the McHenry County Emergency Telephone System Board (ETSB) may disburse funds from time-to-time to its area Public Safety Dispatch Centers. Public Safety Dispatch Center Reimbursement Funds are to be used to offset the expenses pursuant to 50 ILCS 750/15.4(c) of the Emergency Telephone System Act. The expenditures from this account are documented in line item #03-00-8-831. As of May 01, 2017, the Woodstock Police Department's Dispatch Center was consolidated into the Northeast Regional Communications Center (NERCOM), no longer qualifying the Woodstock Police Department as a Public Safety Dispatch Center. No future revenues are anticipated for this account.

<b>03-00-5-396 DUI Fines</b>				<b>\$ 10,000</b>
FY17/18 Actual:	\$ 8,523	FY18/19 Actual:	\$ 7,919	
FY19/20 Budget:	\$ 10,000	FY19/20 Projected:	\$ 8,400	
Budget to Proposed	0.0%	Projected to Proposed	19.0% <span style="color: green;">△</span>	

These fines are received from McHenry County Court for convicted DUI offenders. Funds are mandated by State Law to be used for further enforcement of DUI violations. Expenditures from this fund are documented under account #03-00-8-823.

<b>03-00-9-392 Transfer from General Corporate Fund</b>				<b>\$ 2,807,000</b>
FY17/18 Actual:	\$ 2,541,662	FY18/19 Actual:	\$ 2,559,440	
FY19/20 Budget:	\$ 2,973,800	FY19/20 Projected:	\$ 2,917,500	
Budget to Proposed	-5.6% <span style="color: red;">▽</span>	Projected to Proposed	-3.8% <span style="color: red;">▽</span>	

This is the amount of the anticipated transfer that will be needed at the end of the fiscal year in order to subsidize the Police Protection Fund. This transfer represents the difference between the revenues generated for Police Protection services (e.g., property taxes, fines, grants) and the corresponding expenditures required to provide the community with public safety services. The remaining difference is transferred annually as a subsidy from the General Corporate Fund.

<b>03-00-9-393 Transfer From Wireless Alarm Fund</b>				<b>\$ 100,000</b>
FY17/18 Actual:	\$ 100,000	FY18/19 Actual:	\$ 100,000	
FY19/20 Budget:	\$ 100,000	FY19/20 Projected:	\$ 100,000	
Budget to Proposed	0.0%	Projected to Proposed	0.0%	

In FY16/17, a transfer was proposed from the Wireless Alarm Fund to the Police Protection Fund to help offset the cost of dispatching alarm calls.

<b>03-00-9-888 Transfer to Police Pension Fund</b>				<b>(\$ 1,366,000)</b>
FY17/18 Actual:	(\$ 1,408,018)	FY18/19 Actual:	(\$ 1,342,311)	
FY19/20 Budget:	(\$ 1,348,400)	FY19/20 Projected:	(\$ 1,348,400)	
Budget to Proposed	1.3% <span style="color: red;">△</span>	Projected to Proposed	1.3% <span style="color: red;">△</span>	

This is the transfer required to the Police Pension Fund for those full-time sworn employees reported within the Police Protection Fund. The annual transfer is always the same amount as reflected in the revenue received in line item #03-00-1-312.

<b>03-00-9-889 Transfer to Employees Insurance Fund</b>				<b>(\$ 643,100)</b>
FY17/18 Actual:	(\$ 602,960)	FY18/19 Actual:	(\$ 629,338)	
FY19/20 Budget:	(\$ 667,000)	FY19/20 Projected:	(\$ 630,000)	
Budget to Proposed	-3.6% <span style="color: green;">▽</span>	Projected to Proposed	2.1% <span style="color: red;">△</span>	

This is the transfer to the Employees Health/Life Insurance Fund for those full-time employees in the Police Protection Fund receiving health insurance benefits.

**03-00-3-406 Office Coordinator \$ 60,400**

FY17/18 Actual:	\$ 56,439	FY18/19 Actual:	\$ 57,574
FY19/20 Budget:	\$ 58,600	FY19/20 Projected:	\$ 58,600
Budget to Proposed	3.1% <span style="color: red;">△</span>	Projected to Proposed	3.1% <span style="color: red;">△</span>

This line item is the salary for the Office Coordinator of the Administrative Division of the Police Department. This amount is consistent with the City’s Compensation Plan for non-unionized positions and incorporates any “bring to minimum” pay increases as well as an opportunity for a merit pay increase based on the City’s approved merit program.

**03-00-3-407 Records / Evidence Custodian \$ 243,100**

FY17/18 Actual:	\$ 229,926	FY18/19 Actual:	\$ 190,107
FY19/20 Budget:	\$ 228,600	FY19/20 Projected:	\$ 215,100
Budget to Proposed	6.3% <span style="color: red;">△</span>	Projected to Proposed	13.0% <span style="color: red;">△</span>

This line item no longer includes Communications Operators due to the 2017 consolidation to NERCOM. This line item currently reflects the salaries for two (2) full time Records Clerks, as well as wages paid to three (3) Part-Time Records Clerks and one (1) Limited Part-Time Evidence Custodian. The FY20/21 budget amount is consistent with the negotiated and ratified FOP collective bargaining agreement for unionized positions. Additionally, this amount is consistent with the City’s Compensation Plan for non-unionized positions and incorporates any “bring to minimum” pay increases as well as an opportunity for a merit pay increase based on the City’s approved merit program.

**03-00-3-418 Maintenance Personnel \$ 16,700**

FY17/18 Actual:	\$ 50,725	FY18/19 Actual:	\$ 12,517
FY19/20 Budget:	\$ 16,700	FY19/20 Projected:	\$ 12,500
Budget to Proposed	0.0%	Projected to Proposed	33.6% <span style="color: red;">△</span>

This line item reflects the salaries for the personnel needed to perform the necessary cleaning and maintenance services required for the upkeep of the police facility and the police vehicle fleet. This amount currently reflects the resources required for the Vehicle Maintenance Worker due to the elimination of the Building Custodian position as a cost-saving effort of moving the custodial work to an outside vendor. The budget amount is consistent with the City’s Compensation Plan for non-unionized positions and incorporates any “bring to minimum” pay increases as well as an opportunity for a merit pay increase based on the City’s approved merit program.

**03-00-3-421 Police Chief \$ 142,000**

FY17/18 Actual:	\$ 125,499	FY18/19 Actual:	\$ 130,555
FY19/20 Budget:	\$ 135,900	FY19/20 Projected:	\$ 135,800
Budget to Proposed	4.5% <span style="color: red;">△</span>	Projected to Proposed	4.6% <span style="color: red;">△</span>

This line item is the salary for the Chief of Police, who is the Department Director, and who is responsible for all functions of the Police Department. This amount is

consistent with the City's Compensation Plan for non-unionized positions and incorporates any "bring to minimum" pay increases as well as an opportunity for a merit pay increase based on the City's approved merit program.

**03-00-3-423 Supervisory Officers** **\$ 1,033,000**

FY17/18 Actual:	\$ 995,303	FY18/19 Actual:	\$ 1,015,689
FY19/20 Budget:	\$ 1,002,600	FY19/20 Projected:	\$ 1,016,300
Budget to Proposed	3.0% <span style="color: red;">△</span>	Projected to Proposed	1.6% <span style="color: red;">△</span>

This line item reflects the salaries for the supervisory staff. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates any "bring to minimum" pay increases as well as an opportunity for a merit pay increase based on the City's approved merit program. This line item provides funding for the salaries of two (2) Deputy Chiefs and seven (7) Sergeants, who perform a variety of supervisory functions within the department. This line item also provides for any training pay accrued by members of the supervisory staff.

**03-00-3-424 Police Officers** **\$ 2,443,700**

FY17/18 Actual:	\$ 2,258,990	FY18/19 Actual:	\$ 2,339,002
FY19/20 Budget:	\$ 2,541,700	FY19/20 Projected:	\$ 2,402,600
Budget to Proposed	-3.9% <span style="color: green;">▽</span>	Projected to Proposed	1.7% <span style="color: red;">△</span>

This line item reflects the salary of twenty nine (29) sworn Police Officers. The Department allocates its personnel in the following assignments: Twenty-two (22) Officers assigned to Patrol, three (3) Officers assigned as Detectives, one (1) Officer assigned to instruct DARE/GREAT, two (2) Officers assigned as High School Resource Officers, and one (1) officer anticipated to be assigned to the McHenry County Sheriff's Office Drug Enforcement Unit. In addition to base salaries, this salary line item also reflects all salary costs associated with attendance at training. Although this line item includes the High School Resource Officers, it should be noted that approximately two-thirds of those Officers' salaries, in the amount of \$125,000, appears as revenue in line item #03-00-4-354 as the result of an annual reimbursement agreement with Community School District #200.

**03-00-3-425 Community Service Officer** **\$ 51,600**

FY17/18 Actual:	\$ 43,478	FY18/19 Actual:	\$ 42,983
FY19/20 Budget:	\$ 45,600	FY19/20 Projected:	\$ 45,400
Budget to Proposed	13.2% <span style="color: red;">△</span>	Projected to Proposed	13.7% <span style="color: red;">△</span>

This line item provides for the salary for one (1) authorized full-time Community Service Officer. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates any "bring to minimum" pay increases as well as an opportunity for a merit pay increase based on the City's approved merit program.

**03-00-3-430 Crossing Guards** **\$ 62,600**

FY17/18 Actual:	\$ 38,098	FY18/19 Actual:	\$ 38,505
FY19/20 Budget:	\$ 41,200	FY19/20 Projected:	\$ 40,900
Budget to Proposed	51.9% <span style="color: red;">△</span>	Projected to Proposed	53.1% <span style="color: red;">△</span>

This line item provides for school crossing guards at six school crossing location assignments throughout the community during one hundred and seventy six (176) school days each year. This amount is consistent with the City’s Compensation Plan for non-unionized positions and incorporates any “bring to minimum” pay increases as well as an opportunity for a merit pay increase based on the City’s approved merit program. The significant increase in the proposed budget amount for this line item also incorporates the intent to fill an already authorized open crossing guard position. An authorized levy with a maximum levy rate of \$0.02 actually pays for the cost of the school crossing guard service. These levy funds are included in the property tax “Police Operations” line item of the Police Department Budget.

**03-00-3-433 Extra Police Duty** **\$ 11,600**

FY17/18 Actual:	\$ 8,701	FY18/19 Actual:	\$ 10,619
FY19/20 Budget:	\$ 11,000	FY19/20 Projected:	\$ 11,000
Budget to Proposed	5.5% <span style="color: red;">△</span>	Projected to Proposed	5.5% <span style="color: red;">△</span>

This line item provides for the payments made to officers working extra duty assignments. These extra duty assignments are those which are requested by an outside sponsor and which are out of the scope of services that the Department can provide with on-duty personnel. Annually, the vast majority of these types of requests are received from the community’s schools. Upon completion of the assignment, officers are paid from this line item, the Department/City bills the sponsor of the extra duty, and the revenues generated are deposited into account #03-00-5-382.

**03-00-3-445 Overtime Records Clerks** **\$ 2,200**

FY17/18 Actual:	\$ 187	FY18/19 Actual:	\$ 1,521
FY19/20 Budget:	\$ 2,100	FY19/20 Projected:	\$ 400
Budget to Proposed	4.8% <span style="color: red;">△</span>	Projected to Proposed	450.0% <span style="color: red;">△</span>

This line item reflects the anticipated costs associated with overtime for records clerks in accordance with the current Collective Bargaining Agreement.

**03-00-3-447 Overtime Officers** **\$ 170,000**

FY17/18 Actual:	\$ 176,687	FY18/19 Actual:	\$ 177,553
FY19/20 Budget:	\$ 170,000	FY19/20 Projected:	\$ 312,100
Budget to Proposed	0.0%	Projected to Proposed	-45.5% <span style="color: green;">▽</span>

This line item reflects the anticipated overtime cost associated for all sworn officers, in the form of staffing requirements and court appearance compensation. The amount is based on projections made from the review of overtime requirements experienced during previous fiscal years, as well as specific planning for the upcoming fiscal year. FY19/20 projected amount is substantially higher than the budgeted amount due to the result of unforeseen manpower deficiencies caused by unexpected retirements and departures by patrol personnel. In order to provide the proper and necessary

police services, the projected overtime amount increased significantly due to these circumstances.

<b>03-00-3-448 Overtime Grant Officers</b>		<b>\$ 25,700</b>	
FY17/18 Actual:	\$ 15,147	FY18/19 Actual:	\$ 22,627
FY19/20 Budget:	\$ 25,700	FY19/20 Projected:	\$ 18,300
Budget to Proposed	0.0%	Projected to Proposed	40.4% <span style="color: red;">△</span>

The Illinois Department of Transportation historically has offered grant opportunities on an annual basis to pay overtime costs associated with local Police Departments' participation in special traffic enforcement campaigns intended to make the State's roadways safer. Such campaigns typically target seat belt violations and driving while under the influence. The level of success of our applications, the amount of revenue granted/received, and the subsequent level of expenditures in this line item will be completely contingent upon the availability of funding through the State of Illinois during the coming fiscal year.

<b>03-00-3-451 Sick Leave Conversion</b>		<b>\$ 35,900</b>	
FY17/18 Actual:	\$ 20,967	FY18/19 Actual:	\$ 26,832
FY19/20 Budget:	\$ 36,200	FY19/20 Projected:	\$ 15,800
Budget to Proposed	-0.8% <span style="color: green;">▽</span>	Projected to Proposed	127.2% <span style="color: red;">△</span>

This line item is based on the potential annual employee conversion of sick leave benefits into compensation pursuant to the provisions of the Labor Agreement and the City of Woodstock Employee Handbook. This benefit payment was modified requiring it to first be mandatorily applied to the employees' health insurance contributions, with any remainder paid out as taxable wages. A review of the current attendance and benefit records of the Police Department indicates that seventeen (17) employees may be eligible for this benefit in FY20/21.

<b>03-00-4-452 Travel &amp; Training</b>		<b>\$ 28,900</b>	
FY17/18 Actual:	\$ 28,462	FY18/19 Actual:	\$ 21,714
FY19/20 Budget:	\$ 22,000	FY19/20 Projected:	\$ 30,100
Budget to Proposed	31.4% <span style="color: red;">△</span>	Projected to Proposed	-4.0% <span style="color: green;">▽</span>

This line item is to provide for the training of all police personnel during the fiscal year. This line item covers training-related travel costs, firearm training ammunition, firearm supplies, electric control device training, CPR/AED training, training seminars, and conferences. The increase to the proposed budget is the result of expected significant reductions in state funds normally relied upon for training purposes.

<b>03-00-4-453 Uniform Allowance</b>		<b>\$ 40,000</b>	
FY17/18 Actual:	\$ 38,175	FY18/19 Actual:	\$ 38,331
FY19/20 Budget:	\$ 40,000	FY19/20 Projected:	\$ 37,300
Budget to Proposed	0.0%	Projected to Proposed	7.2% <span style="color: red;">△</span>

This line item is the annual uniform allowance for all Department personnel providing

for the replacement of worn-out uniforms and equipment. The annual uniform allowance for sworn personnel and records personnel is based on a fixed rate pursuant to the Collective Bargaining Agreement.

<b>03-00-4-454 Dues &amp; Subscriptions</b>		<b>\$ 4,800</b>	
FY17/18 Actual:	\$ 2,092	FY18/19 Actual:	\$ 3,127
FY19/20 Budget:	\$ 3,100	FY19/20 Projected:	\$ 3,100
Budget to Proposed	54.8% <span style="color: red;">△</span>	Projected to Proposed	54.8% <span style="color: red;">△</span>

This line item includes the expenses involved in the purchase of updated statute books, law enforcement journals and publications that assist the Department in correctly interpreting and enforcing legislation such as, Illinois Compiled Statutes, Illinois Traffic Law, manuals on drug identification, labor relations, and arbitration issues. It further provides related association dues for Juvenile Officers, Training Officers, the Chief, the Deputy Chiefs, and the Investigators.

<b>03-00-4-455 Board of Fire &amp; Police Commission</b>		<b>\$ 2,000</b>	
FY17/18 Actual:	\$ 395	FY18/19 Actual:	\$ 460
FY19/20 Budget:	\$ 2,000	FY19/20 Projected:	\$ 1,400
Budget to Proposed	0.0%	Projected to Proposed	42.9% <span style="color: red;">△</span>

This line item provides for any costs associated with initial hire testing and promotional examinations authorized by the Board of Fire & Police Commissioners and the City that have not been budgeted by the Human Resources Department. Additionally, this line item further provides for dues, subscriptions and training seminars for members of the Board of Fire & Police Commissioners. This line item also funds board attorney costs and court reporter expenses that may be associated with any disciplinary matters, which require the participation of the board.

<b>03-00-4-456 Unemployment Compensation</b>		<b>\$ 0</b>	
FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 4,620
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

The State of Illinois provides unemployment compensation to terminated City employees who meet certain eligibility criteria. The City is responsible to reimburse the State for these benefits.

<b>03-00-5-501 Communications</b>		<b>\$ 20,000</b>	
FY17/18 Actual:	\$ 19,984	FY18/19 Actual:	\$ 19,768
FY19/20 Budget:	\$ 20,000	FY19/20 Projected:	\$ 19,500
Budget to Proposed	0.0%	Projected to Proposed	2.6% <span style="color: red;">△</span>

This line item presently provides for the cost of the internal telephone lines, shared City Hall lines, StarCom21 (the radio system used by the police officers and dispatch to communicate), and the cellular telephone services associated with the day-to-day operation of the Police Department.

**03-00-5-502 Legal Expenses \$ 75,000**

FY17/18 Actual:	\$ 71,565	FY18/19 Actual:	\$ 70,276
FY19/20 Budget:	\$ 87,500	FY19/20 Projected:	\$ 63,400
Budget to Proposed	-14.3% ▽	Projected to Proposed	18.3% △

This line item is for all costs stemming from attorney fees. This line item mainly covers the costs incurred by the City for the City Attorney’s services relative to traffic and criminal prosecution as well as other legal matters arising from the actions of the Department.

**03-00-5-543 Leases and Professional Services \$ 4,500**

FY17/18 Actual:	\$ 3,586	FY18/19 Actual:	\$ 2,930
FY19/20 Budget:	\$ 4,500	FY19/20 Projected:	\$ 9,100
Budget to Proposed	0.0%	Projected to Proposed	-50.5% ▽

This line item provides for the lease of equipment utilized by the Department to conduct daily activities and to provide efficient service to the community. Equipment leased each year includes the postage meter, which is utilized in our postage machine. This line item also provides for the annual lease and access to the “Law Enforcement Agency Data System” (L.E.A.D.S.) computer network as provided by the Illinois Public Safety Agency Network. The FY19/20 projected budget amount is higher than the budgeted amount due to the beginning phases of implementing a personnel scheduling system “TimeClock Plus,” which improves the overall efficiency of the department.

**03-00-5-545 Dispatch Services (NERCOM) \$ 700,700**

FY17/18 Actual:	\$ 647,620	FY18/19 Actual:	\$ 654,138
FY19/20 Budget:	\$ 691,000	FY19/20 Projected:	\$ 659,600
Budget to Proposed	1.4% △	Projected to Proposed	6.2% △

This line item provides for the costs associated with the agreed upon share of liability for operating the Northeast Regional Communications Center (NERCOM). As part of the State-mandated consolidation of Dispatch centers, the City of Woodstock entered into an intergovernmental agreement (IGA) with the City of McHenry, the City of Harvard, and the McHenry Township Fire Protection District. Woodstock’s expenditure amount is determined by an agreed upon formula in the IGA. In addition to the City’s share, also included in this amount is \$36,000 to supplement the Woodstock Fire/Rescue District’s continued sustainment at NERCOM.

**03-00-5-550 Service to Maintain Building \$ 36,500**

FY17/18 Actual:	\$ 17,952	FY18/19 Actual:	\$ 42,323
FY19/20 Budget:	\$ 36,500	FY19/20 Projected:	\$ 42,200
Budget to Proposed	0.0%	Projected to Proposed	-13.5% ▽

This line item provides the funding for the overall services required to maintain the Police Facility building, which include: building custodial cleaning service contract, building infrastructure systems service contracts, elevator service contract, emergency generator service contract, repair/replacement costs, building fire extinguisher

systems service, and other building maintenance-related services. The funding being requested will also provide for the annual certification, inspection and testing of building fire extinguishers, the elevator, and the fire alarm system. Lastly, this line item will provide funding to make the other necessary repairs or service to the building on a time and materials basis as needed throughout the year to properly maintain this City facility.

**03-00-5-552 Service to Maintain Equipment \$ 21,300**

FY17/18 Actual:	\$ 14,186	FY18/19 Actual:	\$ 11,959
FY19/20 Budget:	\$ 16,000	FY19/20 Projected:	\$ 16,400
Budget to Proposed	33.1% <span style="color: red;">△</span>	Projected to Proposed	29.9% <span style="color: red;">△</span>

This line item provides for the anticipated repair and maintenance costs associated with all non-fixed, Department-owned equipment. It provides for the ability to purchase maintenance agreements, or provide maintenance services for all radio equipment, computer equipment, and some office equipment. The testing and certification of all radar equipment, vehicle fire extinguishers, and outside repairs to computers, copy machines and office equipment are also included in this line item. Additionally, the costs incurred by the Police Department/City for all annual maintenance and repairs required for the citywide emergency siren system are included in this line item. An increase of \$5,300 is proposed within the FY20/21 budget to fund the annual maintenance agreement to provide software updates and support for our newly acquired Getac body worn and squad car camera systems.

**03-00-5-553 Service to Maintain Vehicles \$ 6,300**

FY17/18 Actual:	\$ 7,954	FY18/19 Actual:	\$ 5,153
FY19/20 Budget:	\$ 6,000	FY19/20 Projected:	\$ 5,400
Budget to Proposed	5.0% <span style="color: red;">△</span>	Projected to Proposed	16.7% <span style="color: red;">△</span>

This line item provides for all outside repairs needed to maintain the police vehicle fleet. All expenses related to licensing and titling of the Police Department fleet are included, as well as funds for covering the \$1,000 insurance deductible resulting from any potential accidents.

**03-00-6-601 Postage \$ 1,500**

FY17/18 Actual:	\$ 1,096	FY18/19 Actual:	\$ 1,261
FY19/20 Budget:	\$ 1,500	FY19/20 Projected:	\$ 1,500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item pays for all costs associated with mailings which are necessary to accomplish the day-to-day functions of the Police Department.

**03-00-6-602 Gasoline & Oil \$ 70,000**

FY17/18 Actual:	\$ 58,456	FY18/19 Actual:	\$ 58,728
FY19/20 Budget:	\$ 70,000	FY19/20 Projected:	\$ 62,000
Budget to Proposed	0.0%	Projected to Proposed	12.9% <span style="color: red;">△</span>

This line item provides for the cost of all petroleum products used by the police vehicle fleet on an annual basis. The Police Department's fleet will log in excess of 240,000 miles of patrol during FY20/21.

**03-00-6-603 Fuel – Heating** **\$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 96
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 200
Budget to Proposed	N/A	Projected to Proposed	-100.0% ▽

This line item would be used to pay for the purchase of natural gas from NICOR to provide for the heating needs of the Police Facility. Under the City's franchise agreement with this utility company, the City is allocated a predetermined number of therms each year based on population. If the City exceeds the maximum allocation, the additional cost is paid from this line item.

**03-00-6-606 Supplies** **\$ 20,500**

FY17/18 Actual:	\$ 19,084	FY18/19 Actual:	\$ 19,331
FY19/20 Budget:	\$ 20,500	FY19/20 Projected:	\$ 20,500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item provides for the purchase of all supplies required for the daily operation of the Department on an annual basis. Included in this line item are funds required for the purchase of the supplies needed to properly clean and maintain the police facility.

**03-00-6-610 DARE Supplies** **\$ 2,500**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 4,268
FY19/20 Budget:	\$ 2,000	FY19/20 Projected:	\$ 4,700
Budget to Proposed	25.0% △	Projected to Proposed	-46.8% ▽

Typical expenditures from this account include instruction workbooks, graduation certificates, DARE graduation t-shirts, balloons, pencils, and general office supplies.

**03-00-6-613 Water & Sewer** **\$ 1,200**

FY17/18 Actual:	\$ 1,132	FY18/19 Actual:	\$ 680
FY19/20 Budget:	\$ 1,200	FY19/20 Projected:	\$ 800
Budget to Proposed	0.0%	Projected to Proposed	50.0% △

This line item is used to pay the water and sewer costs associated with the Police Facility.

**03-00-6-622 Material to Maintain Vehicles** **\$ 18,000**

FY17/18 Actual:	\$ 17,367	FY18/19 Actual:	\$ 22,824
FY19/20 Budget:	\$ 18,000	FY19/20 Projected:	\$ 18,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item provides for all costs associated with materials used by the Public Works Department and the Police Department's vehicle maintenance worker to maintain the police vehicle fleet, including brakes, lights, batteries, tires and miscellaneous fluids.

**03-00-7-720 Equipment \$ 7,000**

FY17/18 Actual:	\$ 7,898	FY18/19 Actual:	\$ 9,808
FY19/20 Budget:	\$ 7,000	FY19/20 Projected:	\$ 7,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item has historically been used to provide for the purchase of necessary equipment needed by the Department to efficiently operate and serve the needs of the community. The Department is often in need of a number of necessary items of equipment to replace items that have failed or that are failing.

**03-00-8-823 DUI Fines Expenditures \$ 1,300**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 2,497
FY19/20 Budget:	\$ 43,000	FY19/20 Projected:	\$ 50,000
Budget to Proposed	-97.0% ▽	Projected to Proposed	-97.4% ▽

These expenditures are associated with funds received from the McHenry County Court related to DUI convictions. This expenditure line item is funded directly by the DUI Fine Revenue item #03-00-5-396, with any excess amounts carried over into future years and tracked separately. By Statute, any funds received as revenue as the result of DUI fines must be used for the furtherance of DUI enforcement. The FY19/20 budget allowed for the purchase and up fit of a pickup truck for the primary purpose of Driving Under the Influence of Alcohol enforcement.

**03-00-8-829 Drug Forfeiture Expenditures \$ 1,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 900
FY19/20 Budget:	\$ 1,000	FY19/20 Projected:	\$ 0
Budget to Proposed	0.0%	Projected to Proposed	N/A

These expenditures are associated with the confiscation of property, funds, or assets as the result of court-ordered forfeitures related to drug enforcement investigations. This expenditure line item is funded directly by the Drug Forfeiture Revenue line item #03-00-5-393, with any excess amounts carried over into future years and tracked separately. By Statute, any funds received as revenue as the result of seizures must be used for the furtherance of future drug-related enforcement.

**03-00-8-830 Explorer Expenditures \$ 1,500**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 109
FY19/20 Budget:	\$ 1,000	FY19/20 Projected:	\$ 0
Budget to Proposed	50.0% △	Projected to Proposed	N/A

These expenditures are associated with the Department’s Police Explorer Post #765. The funds expended from this account pay for uniforms and training equipment for the Explorers. All funds received for this expenditure line item are generated from grants and donations, and are reported with revenue line item 03-00-5-394.

03-00-8-831 Emergency 911 Expenditures

\$ 0

FY17/18 Actual:	\$ 8,385	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

As per State Statute, the McHenry County Emergency Telephone System Board (ETSB) may disburse funds from time-to-time to its area Public Safety Dispatch Centers. Public Safety Dispatch Center Reimbursement Funds are to be used to offset expenses pursuant to 50 ILCS 750/15.4(c) of the Emergency Telephone System Act. This line item directly relates to #03-00-5-395 (Emergency 911 Revenue). Post-consolidation, there were numerous technology hardware components that remained within the Woodstock Police facility to ensure data transmissions and radio communications were possible.



Annual Budget  
FY20/21

# Aquatic

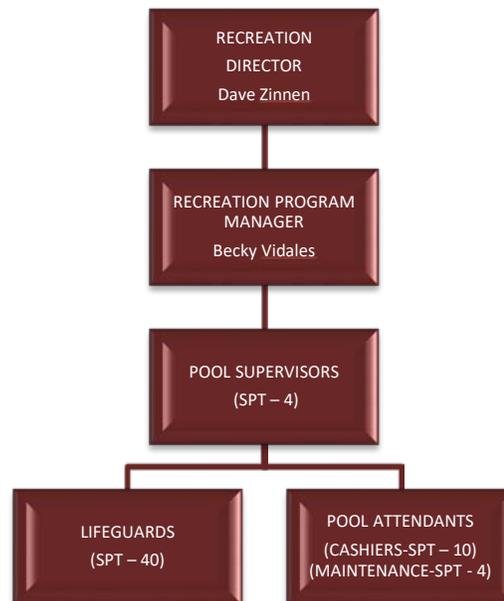
## Aquatic Center

Woodstock Water Works (WWW) Aquatic Center provides a variety of swimming opportunities during the outdoor pool season including public, open swim during the afternoons and evenings; American Red Cross swimming lessons for all ages; the Dolphins Swim Club for youth; adult fitness classes and lap swim; as well as the opportunity for groups, organizations and families to rent the facility for private use.

The facility features an eight-lane competition/lap pool with a one meter and a three meter diving board; a 9,000 SF recreation pool with zero depth entry, a jungle gym, boat slide, rain drop, tumble buckets, and a double-flume water slide; a separate baby pool with an adjoining tot play lot; two picnic shelters, food court, bathhouse, and large parking lot.



### AQUATIC CENTER – ORGANIZATIONAL CHART



### AQUATIC CENTER – PERSONNEL SUMMARY

AUTHORIZED POSITION/TITLE	17/18	18/19	19/20	20/21	+(-)
Pool Supervisors - SPT	2	2	2	2	0
Pool Attendants (Maint.)-SPT	2	2	2	2	0
Lifeguards - SPT	25	25	25	20	(5)
Pool Attendants (Cashiers) – SPT	5	5	5	5	0
<b>TOTAL FULL TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SPT (FTE)</b>	<b>34</b>	<b>34</b>	<b>34</b>	<b>29</b>	<b>(5)</b>

### FY19/20 Accomplishments

- With revenues of \$262,900 and operating expenses of \$228,900, the facility generated an **operating surplus** of approximately **\$34,000**.
- WWW drew over 35,000 patrons for open swim (an average of 475 per day) generating over \$120,000 in general admission revenues (an average of \$1,600 per day) in the 75 days the facility was open.
- The American Red Cross Learn to Swim Program had 378 participants enrolled in the 49 classes offered to all levels and ages over three sessions. The lesson program generated \$35,000 in revenues.
- WWW was rented by user groups, organizations and families during non-open swim hours, generating \$17,000 in revenues.
- In addition to “traditional” aquatic center programs, WWW also hosted Summer in the Park at the Pool, the Rec Department’s 42nd annual Woodstock Challenge Road Races, we.can.tri Triathlon, Tween Nights for 5<sup>th</sup> – 8<sup>th</sup> graders, which averaged over 250 tweens per night, and provided discounted daily rates to the D200 Kids’ Club, House of Children, and the Recreation Department’s Playground Program.
- Continued a number of low-cost, non-traditional marketing techniques. WWW provided daily passes to WRMN Radio (Elgin) to be used as listener prizes in exchange for promotional spots and, in an exchange program with Overall Media, placed ads for WWW in restaurants from March to August, and for the Rec Center from September to February.
- *Pool Pass Perks*, which included allowing pool-pass holders exclusive opportunities to enter the facility for open swim an hour earlier than non-pass holders, and exclusive special-themed events including; Dip N’Donuts, After Dark Party and a Beach Party.
- Staff continued their certification with American Red Cross, which allows additional training opportunities and flexibility to accommodate the staff of over 60.

### FY20/21 Goals and Objectives

- Since January, staff has been and will continue to explore all aspects of the facility’s operations to reduce the impact of the City’s Class/Comp Study and the State’s increases in the minimum wage, which will increase significantly the cost of operating Woodstock Water Works. Currently labor costs account for approximately 60% of the facility’s operating budget. The goal will be to continue to generate sufficient revenues to cover operating expenses. Programs will be reviewed during the planning and development stages to define a minimum level of profitability. Programs will be administered in compliance with Departmental pricing policies to ensure maximum revenue receipts. Rates will be reviewed upon completion of the season’s operations.
- One of the major changes in the facility’s operations will be to revise the facility’s season dates from the traditional Memorial Day to Labor Day calendar to an operating schedule that more closely coincides with the D200 school calendar. This revision in the operating calendar will significantly reduce operating costs for staff, utilities, and chemicals.
- Replace the eighteen-year old sound system with an updated version to enhance the music quality and provide clearer staff announcements to the patrons.
- Offer a professional, well-managed swim lesson program that encompasses all skill and age levels, and adds some profit to the facility’s bottom line.
- The new rate structure for season pool passes will be evaluated to determine if revisions to the policy are warranted.
- Provide proper training and maintain high standards of performance by staff to provide a safe and fun environment.

- Continue regular review of the policies governing the use of WWW so that both the patrons and employees understand what is required for an enjoyable and safe operation of the facility.
- Work with IT to enhance the WWW section of the City’s Web page and offer a PILOT program regarding free wifi for the patrons.
- Perform required testing and inspection of safety-related systems and equipment, and comply with State and local codes.
- Implement non-aquatic activities for patrons on cooler days when the facility is still open.
- Collaborate with the City of Harvard and Marengo Park District to “regionalize” the facility. Plans are underway for “Marengo Days” to host an Open House and offer season pass specials for Marengo residents to encourage them to purchase season passes. As an additional incentive to purchase season passes, we are also working with the Huntley Park District to implement a reciprocal agreement so that season pass holders can attend both Woodstock Water Works and Stringray Bay at no additional charge.

**Performance Measures**

Item	Goal	Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Estimated
Daily Attendance	Increase Daily Attendance		37,200	34,500	35,700
Season Passes Sold	Increase the number of season passes sold		2,440	2,451	2,380
Illinois Dept of Public Health Rating	Receive a score of 90+ on inspections		94	94	95
Swim Lesson Participants	Increase the number of swim lesson participants		405	360*	378

\* Due to cold weather, a number of cancellations and refunds occurred in the first session.

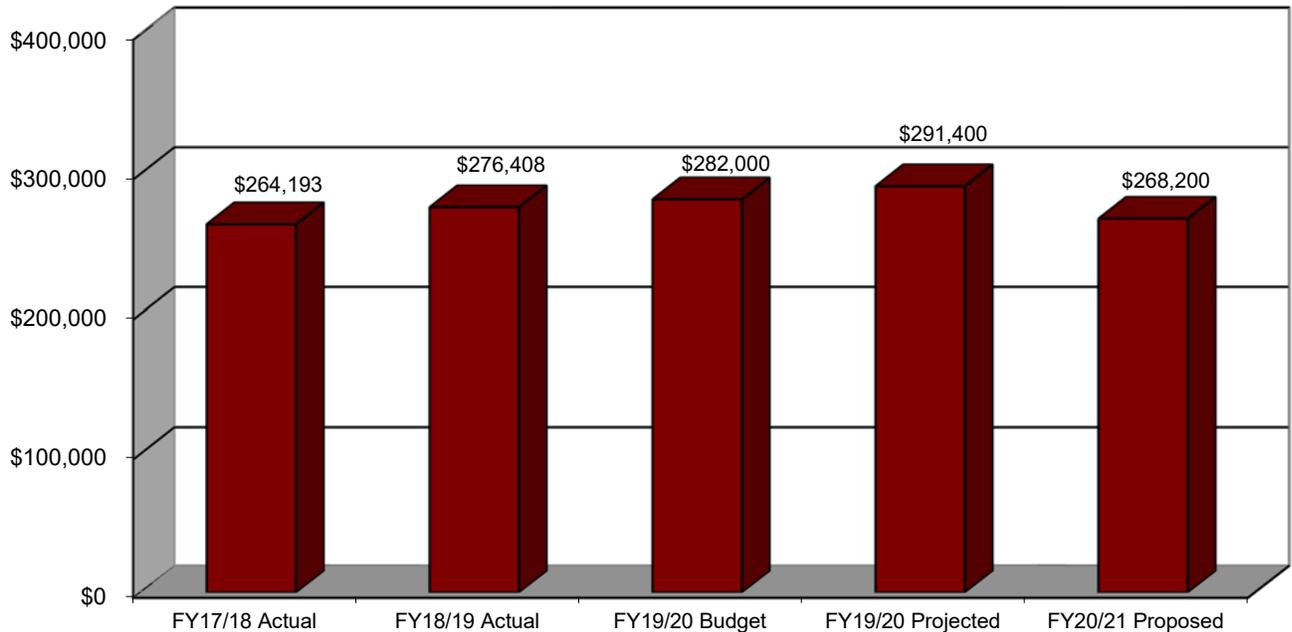
## Aquatic Center Fund

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
Beginning Fund Balance					\$ -	\$ -
<b>REVENUES</b>						
<b>SALES OF GOODS AND SERVICES</b>						
04-00-3-326	Season Passes	\$ 97,213	\$ 91,812	\$ 90,000	\$ 86,700	\$ 90,000
04-00-3-328	Rentals/Groups	16,629	15,297	15,000	17,600	17,000
04-00-3-329	General Admission	104,476	115,050	110,000	120,600	115,000
04-00-3-332	Swimming Instructions	31,558	28,198	30,000	35,000	30,000
04-00-3-334	Aquatic Concession Lease	3,000	3,000	3,000	3,000	3,000
<b>TOTAL SALES OF GOODS AND SERVICES</b>		<b>\$ 252,876</b>	<b>\$ 253,357</b>	<b>\$ 248,000</b>	<b>\$ 262,900</b>	<b>\$ 255,000</b>
<b>TOTAL REVENUES (BEFORE TRANSFERS)</b>		<b>\$ 252,876</b>	<b>\$ 253,357</b>	<b>\$ 248,000</b>	<b>\$ 262,900</b>	<b>\$ 255,000</b>
<b>TRANSFERS (TO)/FROM OTHER FUNDS</b>						
04-00-9-392	Transfer from General Corporate Fund	\$ 20,645	\$ 32,051	\$ 43,000	\$ 37,500	\$ 22,200
04-00-9-901	Transfer to Water & Sewer Fund	(9,000)	(9,000)	(9,000)	(9,000)	(9,000)
<b>TOTAL TRANSFERS (TO)/FROM OTHER FUNDS</b>		<b>\$ 11,645</b>	<b>\$ 23,051</b>	<b>\$ 34,000</b>	<b>\$ 28,500</b>	<b>\$ 13,200</b>
<b>TOTAL REVENUES (AFTER TRANSFERS)</b>		<b>\$ 264,521</b>	<b>\$ 276,408</b>	<b>\$ 282,000</b>	<b>\$ 291,400</b>	<b>\$ 268,200</b>
<b>EXPENSES</b>						
<b>SALARIES</b>						
04-00-3-431	Maintenance	\$ 4,834	\$ 3,518	\$ 4,500	\$ 5,100	\$ 7,000
04-00-3-433	Management	14,908	14,006	16,000	18,700	21,000
04-00-3-435	Guards & Attendants	117,167	111,784	115,000	107,500	122,000
<b>TOTAL SALARIES</b>		<b>\$ 136,909</b>	<b>\$ 129,308</b>	<b>\$ 135,500</b>	<b>\$ 131,300</b>	<b>\$ 150,000</b>
<b>PERSONAL SERVICES</b>						
04-00-4-452	Training	\$ 6,063	\$ 7,129	\$ 7,000	\$ 8,600	\$ 10,300
04-00-4-453	Uniforms	3,709	4,016	4,000	3,400	4,000
<b>TOTAL PERSONAL SERVICES</b>		<b>\$ 9,772</b>	<b>\$ 11,145</b>	<b>\$ 11,000</b>	<b>\$ 12,000</b>	<b>\$ 14,300</b>
<b>CONTRACTUAL SERVICES</b>						
04-00-5-501	Communications	\$ 1,156	\$ 994	\$ 1,000	\$ 1,000	\$ 1,000
04-00-5-504	Professional Services	1,700	1,128	1,500	1,500	1,500
04-00-5-537	Printing Services	4,492	3,361	4,500	3,000	4,000
04-00-5-550	Service to Maintain Building	4,018	2,732	4,000	7,800	4,000
04-00-5-552	Service to Maintain Equipment	3,553	5,230	4,000	3,300	3,300
04-00-5-558	Service to Maintain Pool	300	1,509	1,000	800	1,000
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>\$ 15,219</b>	<b>\$ 14,954</b>	<b>\$ 16,000</b>	<b>\$ 17,400</b>	<b>\$ 14,800</b>

**Aquatic Center Fund-Continued**

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
<b>COMMODITIES</b>						
04-00-6-601	Postage	\$ 1,249	\$ 1,000	\$ 1,500	\$ 1,500	\$ 1,500
04-00-6-603	Fuel-Heating	19,072	13,702	17,000	17,000	15,000
04-00-6-604	Electric	25,586	28,290	28,000	24,000	25,000
04-00-6-606	Office/Janitorial Supplies	3,921	3,138	4,000	2,200	3,000
04-00-6-607	Chemicals	15,295	14,361	15,000	15,400	14,000
04-00-6-610	Safety Equipment	188	102	1,000	1,000	1,000
04-00-6-612	Program Supplies	2,103	2,556	3,000	3,000	3,000
04-00-6-620	Material to Maintain Building	1,279	1,770	3,000	1,500	1,600
04-00-6-621	Material to Maintain Equipment	2,683	2,978	3,000	2,200	3,000
04-00-6-622	Material to Maintain Pool	1,402	365	1,000	400	1,000
<b>TOTAL COMMODITIES</b>		<b>\$ 72,778</b>	<b>\$ 68,262</b>	<b>\$ 76,500</b>	<b>\$ 68,200</b>	<b>\$ 68,100</b>
<b>CAPITAL OUTLAY</b>						
04-00-7-720	Pool Painting/Bathhouse Floor Repair	\$ 15,295	\$ 30,848	\$ 10,000	\$ 17,500	\$ 5,000
04-00-7-721	Aquatic Center Boiler Replacement/Repairs	6,770	16,346	28,000	39,000	10,000
04-00-7-723	Furniture, Fixture & Equipment	7,450	5,545	5,000	6,000	6,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 29,515</b>	<b>\$ 52,739</b>	<b>\$ 43,000</b>	<b>\$ 62,500</b>	<b>\$ 21,000</b>
<b>TOTAL AQUATIC CENTER FUND EXPENSES</b>		<b>\$ 264,193</b>	<b>\$ 276,408</b>	<b>\$ 282,000</b>	<b>\$ 291,400</b>	<b>\$ 268,200</b>
<b>NET INCREASE (DECREASE)</b>		<b>\$ 328</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Ending Fund Balance</b>					<b>\$ -</b>	<b>\$ -</b>

**BUDGET COMPARISON**



## Aquatic Center Line Item Descriptions

### 04-00-3-326 Season Passes \$ 90,000

FY17/18 Actual:	\$ 97,213	FY18/19 Actual:	\$ 91,812
FY19/20 Budget:	\$ 90,000	FY19/20 Projected:	\$ 86,700
Budget to Proposed	0.0%	Projected to Proposed	3.8% <span style="color: green;">△</span>

Season pass rates were restructured to reflect the current family structure of multi-family and multi-age persons living in the same household/address. This resulted in additional season passes sold and enhanced revenues. The rate structure is evaluated annually based on the season's sales, regional competition and economic conditions.

### 04-00-3-328 Rentals/Groups \$ 17,000

FY17/18 Actual:	\$ 16,629	FY18/19 Actual:	\$ 15,297
FY19/20 Budget:	\$ 15,000	FY19/20 Projected:	\$17,600
Budget to Proposed	13.3% <span style="color: green;">△</span>	Projected to Proposed	-3.4% <span style="color: red;">▽</span>

This line item accounts for the private pool rentals before/after normal operating hours, admission fees paid by groups during open swim, and Dolphin fees.

### 04-00-3-329 General Admission \$ 115,000

FY17/18 Actual:	\$ 104,476	FY18/19 Actual:	\$ 115,050
FY19/20 Budget:	\$ 110,000	FY19/20 Projected:	\$ 120,600
Budget to Proposed	4.5% <span style="color: green;">△</span>	Projected to Proposed	-4.6% <span style="color: red;">▽</span>

The daily fee schedule is based on a survey of area aquatic centers. Revenue reported within this line item is very sensitive to weather conditions, and as mentioned earlier, projected revenues are conservatively estimated. General admission rates will remain the same for the 2020 season with a review of the rates slated for the fall.

### 04-00-3-332 Swimming Instructions \$ 30,000

FY17/18 Actual:	\$ 31,558	FY18/19 Actual:	\$ 28,198
FY19/20 Budget:	\$ 30,000	FY19/20 Projected:	\$ 35,000
Budget to Proposed	0.0%	Projected to Proposed	-14.3% <span style="color: red;">▽</span>

As with other fees, the rate structure for swim lessons is based on rates charged by area communities and by tweaking the same formula used for most Recreation Department programs: breakeven plus 25%. Rates for lessons will be reviewed and adjusted after the 2020 swim season. Swim lessons act as a feeder program by constantly generating new patrons who will visit the facility.

**04-00-3-334 Aquatic Concession Lease \$ 3,000**

FY17/18 Actual:	\$ 3,000	FY18/19 Actual:	\$ 3,000
FY19/20 Budget:	\$ 3,000	FY19/20 Projected:	\$ 3,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item represents revenues derived from the concession lease with Napoli Pizza that includes the 2018, 2019, and 2020 seasons. The lease was competitively bid in the spring of 2018 and will be re-bid in the winter of 2020.

**04-00-9-392 Transfer From General Corporate Fund \$ 22,200**

FY17/18 Actual:	\$ 20,645	FY18/19 Actual:	\$ 32,051
FY19/20 Budget:	\$ 43,000	FY19/20 Projected:	\$ 37,500
Budget to Proposed	-48.4% ▽	Projected to Proposed	-40.8% ▽

A supplemental transfer from the General Fund is being proposed to address any operating deficit. Should there be a hot summer, it is likely that this transfer will not be needed.

**04-00-9-901 Transfer (To) Water & Sewer Fund (\$ 9,000)**

FY17/18 Actual:	(\$ 9,000)	FY18/19 Actual:	(\$ 9,000)
FY19/20 Budget:	(\$ 9,000)	FY19/20 Projected:	(\$ 9,000)
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item represents the transfer to compensate the Utility Fund for the cost for the City’s Water Treatment employees to monitor and control the water quality and to maintain the mechanical systems at the Aquatic Center.

**04-00-3-431 Maintenance \$ 7,000**

FY17/18 Actual:	\$ 4,834	FY18/19 Actual:	\$ 3,518
FY19/20 Budget:	\$ 4,500	FY19/20 Projected:	\$ 5,100
Budget to Proposed	55.6% △	Projected to Proposed	37.3% △

This line item includes personnel costs associated with daily maintenance of the facility during the 90+/- days of operating season plus the costs associated with pre-season facility preparation and pool close-out/winterization. Pre-season pool preparation and end of season winterization will be conducted by lifeguards and Parks Division staff. Four maintenance attendants will conduct daily maintenance during the season. Parks staff maintains the grounds and bathhouse, and are available for repairs that require mechanical expertise. In the mechanical room, the Water Treatment Division oversees the chemicals and water quality. This amount is consistent with the City’s Compensation Plan for non-unionized positions and incorporates any “bring to minimum” pay increases.

**04-00-3-433 Management \$ 21,000**

FY17/18 Actual:	\$ 14,908	FY18/19 Actual:	\$ 14,006
FY19/20 Budget:	\$ 16,000	FY19/20 Projected:	\$ 18,700
Budget to Proposed	<b>31.3% <span style="color: red;">△</span></b>	Projected to Proposed	<b>12.3% <span style="color: red;">△</span></b>

The facility operates under the general direction of four pool managers, who are supervised by a Recreation Department Coordinator. The managers provide the primary supervisory role at the facility. Managers will be assisted by head lifeguards to allow them to handle the larger tasks associated with managing the facility. A manager is on duty for swim lessons, open swim, private rentals, special events, and Dolphin meets. The only time a manager is not on duty is for morning and noon lap swim. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates any "bring to minimum" pay increases.

**04-00-3-435 Guards & Attendants \$ 122,000**

FY17/18 Actual:	\$ 117,167	FY18/19 Actual:	\$ 111,784
FY19/20 Budget:	\$ 115,000	FY19/20 Projected:	\$ 107,500
Budget to Proposed	<b>6.1% <span style="color: red;">△</span></b>	Projected to Proposed	<b>13.5% <span style="color: red;">△</span></b>

This line item includes lifeguards (approximately 40 total on staff), swim instructors and cashiers. The pay rates are based on the seasonal/part-time pay plan. This line item is very dependent on the weather. If attendance is light, staff is reduced and in cases of inclement weather, the facility is closed. The amount proposed in FY20/21 assumes a summer with normal temperatures. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates any "bring to minimum" pay increases. This line item has specifically been impacted by the increases to the State's minimum wages.

**04-00-4-452 Training \$ 10,300**

FY17/18 Actual:	\$ 6,063	FY18/19 Actual:	\$ 7,129
FY19/20 Budget:	\$ 7,000	FY19/20 Projected:	\$ 8,600
Budget to Proposed	<b>10.7% <span style="color: red;">△</span></b>	Projected to Proposed	<b>14.2% <span style="color: red;">△</span></b>

This line item includes expenses related to CPR and first-aid training, which all employees receive and is required by the State. Guards and swim instructors must be recertified annually. Staff must attend weekly in-house training are required to swim laps three times per week to maintain skills and training. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates any "bring to minimum" pay increases.

**04-00-4-453 Uniforms \$ 4,000**

FY17/18 Actual:	\$ 3,709	FY18/19 Actual:	\$ 4,016
FY19/20 Budget:	\$ 4,000	FY19/20 Projected:	\$ 3,400
Budget to Proposed	<b>47.1% <span style="color: red;">△</span></b>	Projected to Proposed	<b>19.8% <span style="color: red;">△</span></b>

The City provides one swimsuit for each lifeguard and manager with an additional swimsuit provided to each swim lesson instructor. Guards, instructors, and

cashiers may purchase additional suits at their own expense. Each staff person receives a uniform T-shirt, one whistle and one lanyard. Because WWW remains open during cooler weather, each staff person also receives a staff sweatshirt.

**04-00-5-501 Communications \$ 1,000**

FY17/18 Actual:	\$ 1,156	FY18/19 Actual:	\$ 994
FY19/20 Budget:	\$ 1,000	FY19/20 Projected:	\$ 1,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item includes the phone system, Internet charges, pay phone and one cellphone issued to the Recreation Coordinator.

**04-00-5-504 Professional Services \$ 1,500**

FY17/18 Actual:	\$ 1,700	FY18/19 Actual:	\$ 1,128
FY19/20 Budget:	\$ 1,500	FY19/20 Projected:	\$ 1,500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item includes the Red Cross "Authorized Provider" fee, which is similar to a licensing fee and allows the City to offer Red Cross swim lessons. Also included is funding of contractual entertainers for special events.

**04-00-5-537 Printing Services \$ 4,000**

FY17/18 Actual:	\$ 4,492	FY18/19 Actual:	\$ 3,361
FY19/20 Budget:	\$ 4,500	FY19/20 Projected:	\$ 3,000
Budget to Proposed	-11.1% ▽	Projected to Proposed	33.3% △

This line item includes the cost of promotional materials, such as school fliers, rules, safety and directional signs, and the printing of forms for administering specific programs. This line item also includes paying a portion of the printing and distribution of the Summer City Scene and other advertising costs.

**04-00-5-550 Service to Maintain Building \$ 4,000**

FY17/18 Actual:	\$ 4,018	FY18/19 Actual:	\$ 2,732
FY19/20 Budget:	\$ 4,000	FY19/20 Projected:	\$ 7,800
Budget to Proposed	0.0%	Projected to Proposed	-48.7% ▽

This line item represents funds spent on contractual labor to repair or maintain the bathhouse and mechanical building including plumbing, HVAC units, etc., parking lots, pavilions, and landscaping.

**04-00-5-552 Service to Maintain Equipment \$ 3,300**

FY17/18 Actual:	\$ 3,553	FY18/19 Actual:	\$ 5,230
FY19/20 Budget:	\$ 4,000	FY19/20 Projected:	\$ 3,300
Budget to Proposed	-17.5% ▽	Projected to Proposed	0.0%

This line item represents funds to be spent on contractual labor to repair any mechanical parts and equipment related to the pool plant operation. This

includes service to pumps, gauges, work on the automatic chemical feed system (i.e., both the controller and the chlorine booster pump), service to the 380 filtration system, and water pipes. Also included are costs related to the contracts for servicing the facility's copier and service/update of the Department's RecTrac registration program.

<b>04-00-5-558 Service to Maintain Pool</b>		<b>\$ 1,000</b>	
FY17/18 Actual:	\$ 300	FY18/19 Actual:	\$ 1,509
FY19/20 Budget:	\$ 1,000	FY19/20 Projected:	\$ 800
Budget to Proposed	0.0%	Projected to Proposed	25.0% <span style="color: red;">△</span>

The actual pool shell requires seasonal repair, year-end winterization, and caulking and painting. This line item also includes maintaining the ladders, lifeguard chairs, and play features.

<b>04-00-6-601 Postage</b>		<b>\$ 1,500</b>	
FY17/18 Actual:	\$ 1,249	FY18/19 Actual:	\$ 1,000
FY19/20 Budget:	\$ 1,500	FY19/20 Projected:	\$ 1,500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

A portion of the cost of mailing both the Summer and Winter/Spring City Scene is charged to the Aquatic Center, as information regarding the facility is featured in both seasonal brochures.

<b>04-00-6-603 Fuel – Heating</b>		<b>\$ 15,000</b>	
FY17/18 Actual:	\$ 19,072	FY18/19 Actual:	\$ 13,702
FY19/20 Budget:	\$ 17,000	FY19/20 Projected:	\$ 17,000
Budget to Proposed	-11.8% <span style="color: green;">▽</span>	Projected to Proposed	-11.8% <span style="color: green;">▽</span>

This line item is for bills paid to Northern Illinois Gas to heat the pool water, concession stand water and bathhouse water. This account is impacted by seasonal weather, with colder summers requiring additional expenditures. The budget for FY20/21 reflects typical summer temperatures and a reduction to the facility's scheduled dates of operation.

<b>04-00-6-604 Electric</b>		<b>\$ 25,000</b>	
FY17/18 Actual:	\$ 25,586	FY18/19 Actual:	\$ 28,290
FY19/20 Budget:	\$ 28,000	FY19/20 Projected:	\$ 24,000
Budget to Proposed	-10.7% <span style="color: green;">▽</span>	Projected to Proposed	4.2% <span style="color: red;">△</span>

This line item includes the cost of electricity used specifically at the facility. Since the facility is a revenue-producing operation, electricity costs are not allowed to be included in the franchise agreement with ComEd.

**04-00-6-606 Office/Janitorial Supplies \$ 3,000**

FY17/18 Actual:	\$ 3,921	FY18/19 Actual:	\$ 3,138
FY19/20 Budget:	\$ 4,000	FY19/20 Projected:	\$ 2,200
Budget to Proposed	-25.0% ▽	Projected to Proposed	36.4% △

This line item reflects costs associated with cleaning supplies, paper products (e.g., paper towels, toilet tissue), and miscellaneous office supplies, etc.

**04-00-6-607 Chemicals \$ 14,000**

FY17/18 Actual:	\$ 15,295	FY18/19 Actual:	\$ 14,361
FY19/20 Budget:	\$ 15,000	FY19/20 Projected:	\$ 15,400
Budget to Proposed	-6.7% ▽	Projected to Proposed	-9.1% ▽

This line item reflects the cost of chlorine, caustic soda, stabilizer, algaecide, clarifier, and other chemical agents that are used to treat the pool water. Total use of these chemicals generally varies according to swimmer load, weather conditions, and balance of influent water. Projections are based upon estimates supplied by the Water Treatment Department, which maintains the chemicals and water quality for the facility.

**04-00-6-610 Safety Equipment \$ 1,000**

FY17/18 Actual:	\$ 188	FY18/19 Actual:	\$ 102
FY19/20 Budget:	\$ 1,000	FY19/20 Projected:	\$ 1,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item reflects the replacement of personal floatation devices, rescue tubes, ring buoys, rubber gloves, first aid supplies, etc.

**04-00-6-612 Program Supplies \$ 3,000**

FY17/18 Actual:	\$ 2,103	FY18/19 Actual:	\$ 2,556
FY19/20 Budget:	\$ 3,000	FY19/20 Projected:	\$ 3,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

The cost of the supplies for ongoing programs, special events, and swim lessons are included in this line item. **Program supply costs are recovered through program fees.**

**04-00-6-620 Material to Maintain Building \$ 1,600**

FY17/18 Actual:	\$ 1,279	FY18/19 Actual:	\$ 1,770
FY19/20 Budget:	\$ 3,000	FY19/20 Projected:	\$ 1,500
Budget to Proposed	-46.7% ▽	Projected to Proposed	6.7% △

This line item includes material costs associated with maintaining the bathhouse and mechanical building, parking lots, pavilions, tot play lot, and landscaping.

**04-00-6-621 Material to Maintain Equipment \$ 3,000**

FY17/18 Actual:	\$ 2,683	FY18/19 Actual:	\$ 2,978
FY19/20 Budget:	\$ 3,000	FY19/20 Projected:	\$ 2,200
Budget to Proposed	0.0%	Projected to Proposed	36.4% <span style="color: red;">△</span>

This line item includes miscellaneous parts for any work to be done on the equipment primarily in the mechanical room, the pump house, and the irrigation system.

**04-00-6-622 Material to Maintain Pool \$ 1,000**

FY17/18 Actual:	\$ 1,402	FY18/19 Actual:	\$ 365
FY19/20 Budget:	\$ 1,000	FY19/20 Projected:	\$ 400
Budget to Proposed	0.0%	Projected to Proposed	150.0% <span style="color: red;">△</span>

This line item includes safety paint to mark the pool deck and gutters for water depth and safety zones, touch up paint and caulk as part of the annual maintenance that must be performed each spring in preparation for opening the facility.

**04-00-7-720 Pool Painting/Bathhouse Floor Repair \$ 5,000**

FY17/18 Actual:	\$ 15,295	FY18/19 Actual:	\$ 30,848
FY19/20 Budget:	\$ 10,000	FY19/20 Projected:	\$ 17,500
Budget to Proposed	-50.0% <span style="color: green;">▽</span>	Projected to Proposed	-71.4% <span style="color: green;">▽</span>

FY19/20 projects included painting the baby pool shell and the lap pool shell in-house by Rec Dept staff saving thousands of dollars in contractor costs. The floors in the family changing rooms, manager’s office and guard room were resurfaced with an epoxy finish. This is the last phase of this project. The locker rooms and hallway were completed in previous years. Other projects included repairing the underground irrigation system and purchase of a safety mat at the bottom of the high-dive, diving board.

**04-00-7-721 Aquatic Center Boiler Replacement/Repairs \$ 10,000**

FY17/18 Actual:	\$ 6,770	FY18/19 Actual:	\$ 16,346
FY19/20 Budget:	\$ 28,000	FY19/20 Projected:	\$ 39,000
Budget to Proposed	-64.3% <span style="color: green;">▽</span>	Projected to Proposed	-74.4% <span style="color: green;">▽</span>

This line item represents the annual costs of maintaining the three boilers that heat the pool water and other unexpected major repairs. Despite being relatively new and the units receiving annual scheduled maintenance, the boilers are experiencing expensive annual repairs.

In addition to the normal boiler maintenance/repairs, a number of unusual repairs were necessary in FY19/20 including the replacement of an ORP sensor, replacing the alarms on the pumps, replacing valves for the major pumps, and replacement of an impellor. In addition, both pool vacuums failed and needed replacing, and a number of leaking toilets were replaced. The good news is that

Public Works believes they have detected and repaired the major leak that has been ongoing since the 2018 season. This was also an expensive fix that added to the overage in this line item.

<b>04-00-7-723 Furniture, Fixture &amp; Equipment</b>		<b>\$ 6,000</b>	
FY17/18 Actual:	\$ 7,450	FY18/19 Actual:	\$ 5,545
FY19/20 Budget:	\$ 5,000	FY19/20 Projected:	\$ 6,000
Budget to Proposed	20.0% <span style="color: red;">△</span>	Projected to Proposed	0.0%

This line item represents the cost of additional chaise lounges and chairs, which are purchased on an annual basis to increase the inventory and to replace broken chairs; the replacement of Funbrella canopies, office equipment, computers, and sound-system equipment.

Council has requested the replacement of the facility's sound system that will be charged to this line item.



Annual Budget  
FY20/21

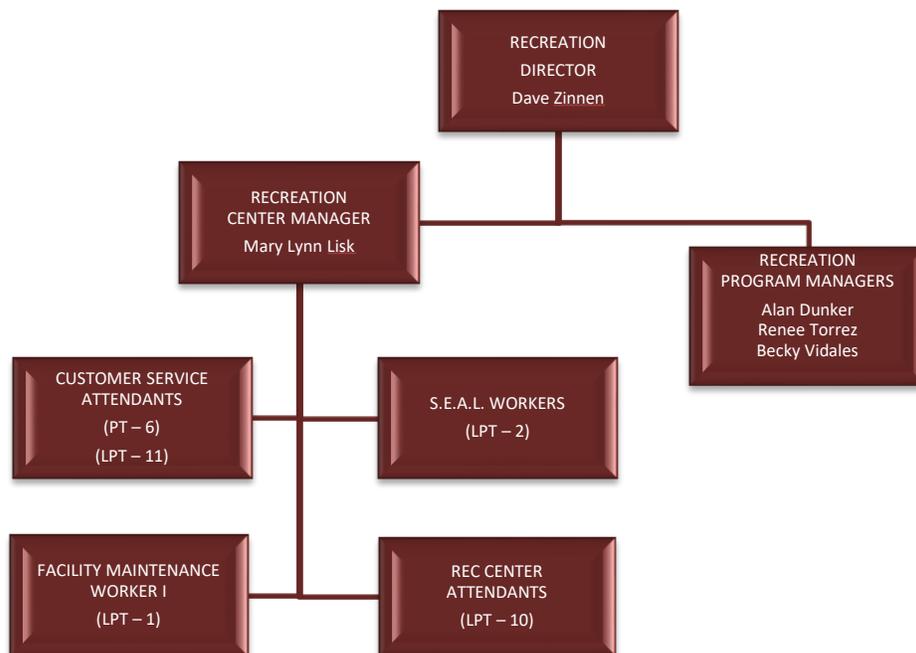
# Recreation Center

## Recreation Center Fund

In addition to housing the Rec Department's administrative offices and the site of most indoor Recreation programs, the Recreation Center is also a fitness center offering floor and water group fitness classes, weight lifting, cardio machines, racquetball courts, a gym/track, lap swimming pool, and sauna. In 2019 the Rec Center recorded over 80,000 visits from the approximately 1,100 members.



## RECREATION CENTER – ORGANIZATIONAL CHART



<b>RECREATION CENTER– PERSONNEL SUMMARY</b>					
<b>AUTHORIZED POSITION/TITLE</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>	<b>+(-)</b>
Recreation Center Manager <sup>1</sup>	0	0	0	0	0
Recreation Program Manager <sup>2</sup>	0.5	0.5	0.5	0.5	0
Rec Center Attendants (LPT)	4	5	5	5	0
Instructors (LPT/contractual) <sup>4</sup>	10	10	10	0	(10)
Customer Service Attendant (PT) <sup>3</sup>	3	3	3	3	0
Customer Service Attendant (LPT) <sup>3</sup>	5.5	5.5	5.5	5.5	0
Facility Maintenance Worker I (LPT)	0.5	0.5	0.5	0.5	0
S.E.A.L. Workers (LPT)	1.5	1.5	1	1	0
<b>TOTAL FULL TIME</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0</b>
<b>TOTAL PART TIME</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0</b>
<b>TOTAL LPT/CONTRACTUAL</b>	<b>21.5</b>	<b>22.5</b>	<b>22</b>	<b>12</b>	<b>(10)</b>

<sup>1</sup> The Recreation Center Manager is 100% funded by the Recreation Department Budget.

<sup>2</sup> The Recreation Program (Aquatic Center) Manager is 50% funded by the Recreation Center Budget and 50% by the Recreation Department Budget.

<sup>3</sup> Customer Service Attendants (Counter Staff) is 1/3 funded by the Recreation Department Budget and 2/3 by the Recreation Center Budget.

<sup>4</sup> By virtue of the Compensation Study conducted during FY19/20, all contractors were removed from Recreation Center Manpower/Personnel tracking numbers.

### **FY19/20 Accomplishments**

- The opening of a new national health club has substantially impacted the financial viability of the Recreation Center. To differentiate ourselves from that business, which is primarily a cardio-centered business, we have altered our marketing to focus on services Planet Fitness does not offer- supervised playroom for children, an array of group fitness classes, heated swimming pool, sauna, whirlpool, gymnasium, track, racquetball, pickle ball, wallyball, extensive free weights, large locker rooms, and towel service.
- As of January 22, 2020 there are 1,085 full-time members, 36 punch cards, and 51 temporary members. There are 106 non-paying youth memberships as part of the “Kids are Free” promotion to attract families with younger children. Recreation Center members visited the facility over 80,000 times.
- Increased the Corporate membership accounts by marketing and promoting the Recreation Center and employee health benefits to local businesses. Currently, there are 23 corporate business relationships that generate 222 corporate members.
- As group fitness is the core of the Recreation Center’s business, close to 3,500 classes were held in 2019 with approximately 45 land classes and 20 aquatic classes held per week.
- The Recreation Center continues to be in good standing with the IDPH and passing inspections with close to 100% ratings.
- The Recreation Center was the site of 155 of the Recreation Department’s indoor programs including

basketball, floor hockey, dodgeball, kickball, volleyball, dancing, Tae kwon do, indoor soccer, and Red Cross swim lessons, art classes and daddy daughter dance.

- Major projects included the purchase of a new treadmill, replacing the entire security system, replacing and updating the WRC sign out front, commercially cleaning all the carpets in the facility, replacing a commercial washing machine, and replacing the back hallway weight area with rubber matting.
- Focused on family relationships by continuing a policy that members' children, ages 13 years & younger, can join for free.
- The Recreation Department and Thresholds, a nonprofit provider of mental health services, worked cooperatively to promote healthy lifestyles for their members and works to provide 12 yearly grant-funded memberships.
- Established a relationship with Pioneer Center to provide memberships for their clients and offers the gym for clients to come and walk.
- The Recreation Center was utilized as a job training site for the School of Expressive Arts & Learning students (formerly SEDOM students).
- Partnered with Tivity Health/Silver Sneakers (65 years & older) to provide affordable memberships for the active senior population. Tivity Health/Prime Fitness Whole Health (18-64 years Commercial Employer Group Health Plan) provides affordable memberships to individuals who work for companies that provide fitness memberships as a health-insurance benefit. Since beginning on Nov 1. 2019, we have enrolled 46 members into the program.

#### **FY20/21 Goals and Objectives**

- Since January, staff has been and will continue to explore all aspects of the facility's operations to reduce the impact of the City's Class/Comp Study and the State's increases in the minimum wage, which will increase significantly the cost of operating the Recreation Center. The goal will be to continue to generate sufficient revenues to cover expenses including the facility's bond payment.
- Replace movable wall between multi-purpose room and gym with a permanent wall.
- Replace lockers in the men's and women's locker rooms.
- Continue improving/replacing equipment in the circuit and free weight areas.
- Add a curtain in the gym to be able to have two activities in the gym at the same time.
- Purchase Spin bikes for a new type of aerobics class; also build a closet for the bikes to be stored in.
- Continue to explore additional programming opportunities while facing the challenge of balancing the use of the gym and the pool between Recreation programs and use by the Recreation Center members, coordinate the various activities to ensure compatibility with the various user groups using the facility, and to ensure there is enough parking to meet the needs of the clientele.
- Expand upon existing fun member activities to build member loyalty.
- Continue to grow Facebook/Instagram members and provide interesting links and information to keep social media followers interested in our page. Also continue to promote specials and programs on social media for free advertising.
- Utilize Constant Contact to send professional advertisement e-mails to the public to inform them of all the features and benefits offered at the Recreation Center.
- Develop and implement the Recreation Department's interactive web page to increase the Recreation Center's online presence.
- Increase our corporate presence with current partnerships and attract new corporate business accounts.

**Performance Measures**

Item	Goal	Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Estimated
Rec Center Membership Numbers	Increase number of Rec Center full-time members		1,200	1,150	1,150
Corporate Membership Relationships	Increase the number of Corporate Membership Relationships		18	22	23
Illinois Dept of Public Health Rating	Receive a score of 90+ on inspections		93	98	96

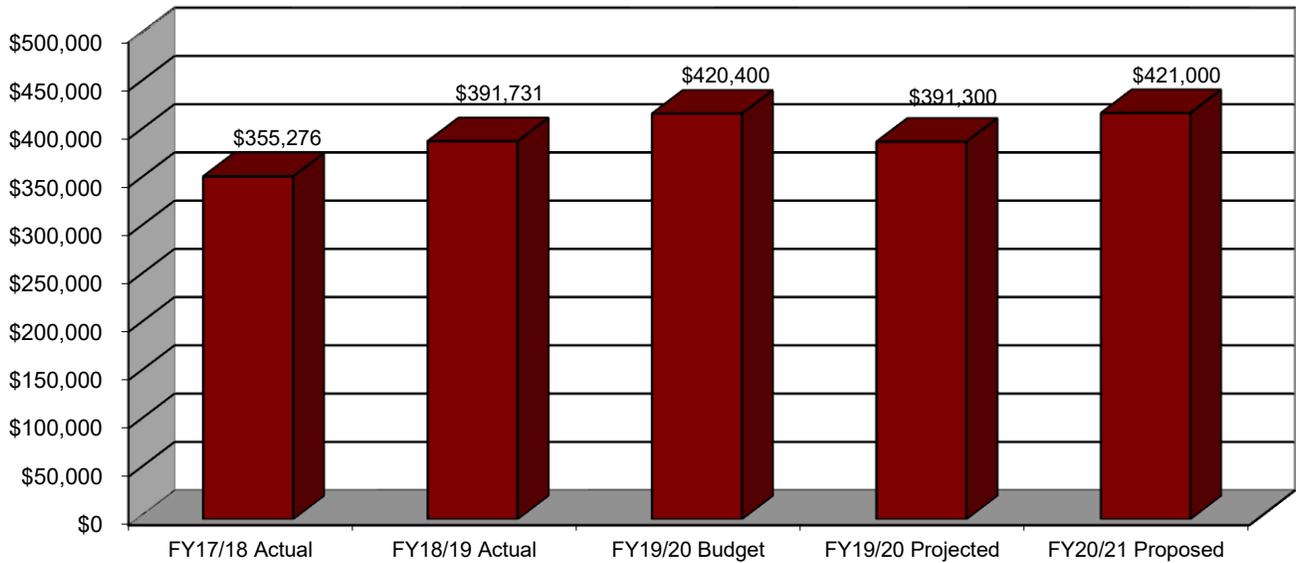
## Recreation Center Fund

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
Beginning Fund Balance					\$ 88,600	\$ 98,000
<b>REVENUES</b>						
<b>SALES OF GOODS AND SERVICES</b>						
05-00-3-326	Monthly Memberships	\$ 373,895	\$ 380,100	\$ 377,500	\$ 365,000	\$ 350,000
05-00-3-327	Short-Term Memberships	31,969	29,865	30,000	27,000	28,000
05-00-3-328	Facility Rental	9,874	10,925	10,000	11,000	11,000
05-00-3-329	Miscellaneous Revenues	57,406	59,793	50,000	50,000	50,000
<b>TOTAL SALES OF GOODS AND SERVICES</b>		<b>\$ 473,144</b>	<b>\$ 480,683</b>	<b>\$ 467,500</b>	<b>\$ 453,000</b>	<b>\$ 439,000</b>
<b>TOTAL REVENUES (BEFORE TRANSFERS)</b>		<b>\$ 473,144</b>	<b>\$ 480,683</b>	<b>\$ 467,500</b>	<b>\$ 453,000</b>	<b>\$ 439,000</b>
<b>TRANSFERS (TO)/FROM OTHER FUNDS</b>						
05-00-9-401	Transfer to Debt Service Fund	\$ (64,850)	\$ (64,600)	\$ (66,200)	\$ (66,200)	\$ (65,800)
05-00-9-889	Transfer to Employee Insurance Fund	(9,949)	(9,780)	(10,800)	(10,500)	(11,400)
05-00-9-905	Transfer from General Fund	-	-	24,400	24,400	-
<b>TOTAL TRANSFERS (TO)/FROM OTHER FUNDS</b>		<b>\$ (74,799)</b>	<b>\$ (74,380)</b>	<b>\$ (52,600)</b>	<b>\$ (52,300)</b>	<b>\$ (77,200)</b>
<b>TOTAL REVENUES (AFTER TRANSFERS)</b>		<b>\$ 398,345</b>	<b>\$ 406,303</b>	<b>\$ 414,900</b>	<b>\$ 400,700</b>	<b>\$ 361,800</b>
<b>EXPENSES</b>						
<b>SALARIES</b>						
05-00-3-405	Program Coordinator (50%)	\$ 29,567	\$ 31,283	\$ 31,300	\$ 32,000	\$ 32,500
05-00-3-430	Front Desk	77,194	84,271	106,400	93,300	110,000
05-00-3-431	Instructors/Personal Trainers	79,496	83,804	82,000	82,000	-
05-00-3-432	Play Room Attendants	27,939	28,065	41,000	31,000	36,000
<b>TOTAL SALARIES</b>		<b>\$ 214,196</b>	<b>\$ 227,423</b>	<b>\$ 260,700</b>	<b>\$ 238,300</b>	<b>\$ 178,500</b>
<b>PERSONAL SERVICES</b>						
05-00-4-452	Travel & Training	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
<b>TOTAL PERSONAL SERVICES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
<b>CONTRACTUAL SERVICES</b>						
05-00-5-501	Communications	\$ 388	\$ 554	\$ 600	\$ 600	\$ 600
05-00-5-504	Professional Services	-	1,598	500	1,000	1,000
05-00-5-537	Printing Services	1,326	1,208	2,500	2,800	2,800
05-00-5-538	Advertising	1,870	1,844	2,500	4,000	4,000
05-00-5-550	Service to Maintain Building	28,736	33,121	32,000	32,000	32,000
05-00-5-552	Service to Maintain Equipment	16,883	16,405	16,500	16,500	16,500
05-00-5-558	Service to Maintain Pool	3,124	4,024	4,000	4,000	4,000
05-00-5-559	Instructors/Personal Trainers	-	-	-	-	83,000
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>\$ 52,327</b>	<b>\$ 58,754</b>	<b>\$ 58,600</b>	<b>\$ 60,900</b>	<b>\$ 143,900</b>

**Recreation Center Fund-Continued**

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
<b>COMMODITIES</b>						
05-00-6-601	Postage	\$ 1,732	\$ 12	\$ 1,600	\$ 1,600	\$ 1,600
05-00-6-603	Fuel-Heating	6,811	11,220	10,000	10,000	10,000
05-00-6-604	Electric	20,684	33,718	28,000	28,000	28,000
05-00-6-606	Office/Janitorial Supplies	10,135	13,412	10,000	12,000	11,000
05-00-6-607	Pool Chemicals	6,831	6,492	7,000	7,000	7,000
05-00-6-610	Safety Equipment	831	37	500	500	500
05-00-6-612	Program Supplies	9,360	13,891	11,000	12,000	12,000
05-00-6-620	Material to Maintain Building	5,614	4,541	7,000	4,000	5,000
05-00-6-621	Material to Maintain Equipment	5,754	3,628	5,500	4,000	4,500
05-00-6-622	Material to Maintain Pool	2,071	3,759	4,500	2,000	3,000
<b>TOTAL COMMODITIES</b>		<b>\$ 69,823</b>	<b>\$ 90,710</b>	<b>\$ 85,100</b>	<b>\$ 81,100</b>	<b>\$ 82,600</b>
<b>CAPITAL OUTLAY</b>						
05-00-7-720	Equipment	\$ 18,930	\$ 14,844	\$ 15,000	\$ 10,000	\$ 15,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 18,930</b>	<b>\$ 14,844</b>	<b>\$ 15,000</b>	<b>\$ 10,000</b>	<b>\$ 15,000</b>
<b>TOTAL RECREATION CENTER FUND EXPENSES</b>		<b>\$ 355,276</b>	<b>\$ 391,731</b>	<b>\$ 420,400</b>	<b>\$ 391,300</b>	<b>\$ 421,000</b>
<b>NET INCREASE (DECREASE)</b>		<b>\$ 43,069</b>	<b>\$ 14,572</b>	<b>\$ (5,500)</b>	<b>\$ 9,400</b>	<b>\$ (59,200)</b>
<b>Ending Fund Balance</b>					<b>\$ 98,000</b>	<b>\$ 38,800</b>

**BUDGET COMPARISON**



## Recreation Center Line Item Descriptions

### 05-00-3-326 Monthly Memberships \$ 350,000

FY17/18 Actual:	\$ 373,895	FY18/19 Actual:	\$ 380,100
FY19/20 Budget:	\$ 377,500	FY19/20 Projected:	\$ 365,000
Budget to Proposed	-7.3% ▽	Projected to Proposed	-4.1% ▽

This line item includes revenues derived from the monthly dues paid by the approximately 1,100 full-time members. Dues are dependent on the members' use of the facility and range from \$20 to \$45 per month. The average membership fee is \$30 per month. Due to competitive pressure from area fitness centers, no fee increases are anticipated for FY20/21 and reductions are anticipated in facility revenue.

### 05-00-3-327 Short-Term Memberships \$ 28,000

FY17/18 Actual:	\$ 31,969	FY18/19 Actual:	\$ 29,865
FY19/20 Budget:	\$ 30,000	FY19/20 Projected:	\$ 27,000
Budget to Proposed	-6.7% ▽	Projected to Proposed	3.7% △

This line item includes revenues derived from short-term memberships that are purchased primarily by college students during the summer and Christmas break, and for group fitness class punch cards.

### 05-00-3-328 Facility Rental \$ 11,000

FY17/18 Actual:	\$ 9,874	FY18/19 Actual:	\$ 10,925
FY19/20 Budget:	\$ 10,000	FY19/20 Projected:	\$ 11,000
Budget to Proposed	10.0% △	Projected to Proposed	0.0%

This line item includes revenues derived from renting the facility to athletic user groups, and to private parties and organizations.

### 05-00-3-329 Miscellaneous Revenues \$ 50,000

FY17/18 Actual:	\$ 57,406	FY18/19 Actual:	\$ 59,793
FY19/20 Budget:	\$ 50,000	FY19/20 Projected:	\$ 50,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

The vast majority of the revenue generated in this line item is derived from initiation fees, but also includes daily admission, supervised play room attendance fees, and the vending machine revenues. To match other competitors' promotions, the Recreation Center offered a discount on new members' initiation fees throughout the year, which reduces revenues in this line item.

**05-00-9-401 Transfer (To) Debt Service Fund (\$ 65,800)**

FY17/18 Actual:	(\$64,850)	FY18/19 Actual:	(\$ 64,600)
FY19/20 Budget:	(\$66,200)	FY19/20 Projected:	(\$ 66,200)
Budget to Proposed	-0.6% ▽	Projected to Proposed	-0.6% ▽

This line item represents the amount transferred from the Community Recreation Center's operating revenues (membership dues and user fees) to pay the portion of the debt service specifically attributable to the purchase and renovation of the facility. The balance of the debt service payment for the addition is accounted for via a transfer of Park Impact Fees from the Park Development Fund.

**05-00-9-889 Transfer (To) Employees Insurance Fund (\$ 11,400)**

FY17/18 Actual:	(\$ 9,949)	FY18/19 Actual:	(\$ 9,780)
FY19/20 Budget:	(\$ 10,800)	FY19/20 Projected:	(\$ 10,500)
Budget to Proposed	5.6% △	Projected to Proposed	8.6% △

This line item represents the transfer made to the Employee Health and Life Insurance Fund for the insurance coverage for one Program Coordinator position that is cost shared between the Recreation Department and Recreation Center.

**05-00-9-905 Transfer from General Fund \$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 24,400	FY19/20 Projected:	\$ 24,400
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

This line item represents a transfer made from the General Corporate Fund. It is intended to initially offset the results from the implementation of the recommendations contained within the City's compensation study.

**05-00-3-405 Program Coordinator (50%) \$ 32,500**

FY17/18 Actual:	\$ 29,567	FY18/19 Actual:	\$ 31,283
FY19/20 Budget:	\$ 31,300	FY19/20 Projected:	\$ 32,000
Budget to Proposed	3.8% △	Projected to Proposed	1.6% △

The salary for one Recreation Coordinator is funded 50% by the Recreation Department Fund and 50% by the Recreation Center. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates any "bring to minimum" pay increases as well as an opportunity for a merit pay increase based on the City's approved merit program.

**05-00-3-430 Front Desk \$ 110,000**

FY17/18 Actual:	\$ 77,194	FY18/19 Actual:	\$ 84,271
FY19/20 Budget:	\$ 106,400	FY19/20 Projected:	\$ 93,300
Budget to Proposed	3.4% △	Projected to Proposed	17.9% △

This line item includes part-time personnel who act as cashiers, program registrars, membership sales persons and perform light maintenance around the facility. The facility is open approximately 100 hours per week. The personnel in this position also handle Recreation Department program registration, sell season pool passes, and reserve pavilions in Emricson Park. The Recreation Center Fund is charged 2/3 of the front counter staff and the remaining 1/3 is funded by the Recreation Department. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates any "bring to minimum" pay increases as well as an opportunity for a merit pay increase based on the City's approved merit program.

**05-00-3-431 Instructors/Personal Trainers \$ 0**

FY17/18 Actual:	\$ 79,496	FY18/19 Actual:	\$ 83,804
FY19/20 Budget:	\$ 82,000	FY19/20 Projected:	\$ 82,000
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

It was determined that this line item is not technically salaries, but contractual services, so it has been moved to that area of the budget narrative under the line item 05-00-5-559. The move did not impact the current financial performance of the Rec Center Fund. This line item previously included the cost of contractual instructors who teach water and land fitness classes at the Recreation Center. This line item also included personal trainers who conduct assessments for new members as part of their initiation fee.

**05-00-3-432 Play Room Attendants \$ 36,000**

FY17/18 Actual:	\$ 27,939	FY18/19 Actual:	\$ 28,065
FY19/20 Budget:	\$ 41,000	FY19/20 Projected:	\$ 31,000
Budget to Proposed	-12.2% ▽	Projected to Proposed	16.1% △

This line item includes limited part-time attendants who staff the playroom. The supervised play room is available for four hours in the morning and evenings during land aerobics, which is a popular program for women with children. During slow times in the play room, the attendants assist at the front desk or do light cleaning. Due to the popularity of this service, there are times when two attendants are provided. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates any "bring to minimum" pay increases as well as an opportunity for a merit pay increase based on the City's approved merit program.

**05-00-3-452 Travel & Training \$ 1,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 1,000	FY19/20 Projected:	\$ 1,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item includes training services provided to full and part-time staff, program instructors, supervisors, leaders and volunteers contributing to the ultimate success of the Department's programs and an overall heightened level of service provided by the Department. This line item was added as the Department is emphasizing increased training to develop new programs. Travel and training is being allocated amongst the Recreation Department, WWW, NISRA, and now the

Rec Center. Travel & Training was dramatically reduced during the Recession and the Department is looking for fresh ideas to reinvigorate our programming.

**05-00-5-501 Communications \$ 600**

FY17/18 Actual:	\$ 388	FY18/19 Actual:	\$ 554
FY19/20 Budget:	\$ 600	FY19/20 Projected:	\$ 600
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item reflects the Recreation Center's share of the phone and internet charges allocated to the Recreation Department plus staff cell phones.

**05-00-5-504 Professional Services \$ 1,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 1,598
FY19/20 Budget:	\$ 500	FY19/20 Projected:	\$ 1,000
Budget to Proposed	100.0% $\Delta$	Projected to Proposed	0.0%

This line item includes the cost of DJs for special events plus attorney, architect, and engineering fees, as needed.

**05-00-5-537 Printing Services \$ 2,800**

FY17/18 Actual:	\$ 1,326	FY18/19 Actual:	\$ 1,208
FY19/20 Budget:	\$ 2,500	FY19/20 Projected:	\$ 2,800
Budget to Proposed	12.0% $\Delta$	Projected to Proposed	0.0%

This line item includes the cost of promotional materials, such as fliers, rules, safety and directional signs specifically related to the Recreation Center. The Recreation Center will also be charged a percentage to offset the cost of its share of the City Scenes.

**05-00-5-538 Advertising \$ 4,000**

FY17/18 Actual:	\$ 1,870	FY18/19 Actual:	\$ 1,844
FY19/20 Budget:	\$ 2,500	FY19/20 Projected:	\$ 4,000
Budget to Proposed	60.0% $\Delta$	Projected to Proposed	0.0%

This line item includes the cost of newspaper advertising for the Recreation Center's programs and services, Constant Contact, and other promotional features to increase membership at the facility. With the competition from a national health club, this line item is being increased to attempt to attract new members and retain current members.

**05-00-5-550 Service to Maintain Building \$ 32,000**

FY17/18 Actual:	\$ 28,736	FY18/19 Actual:	\$ 33,121
FY19/20 Budget:	\$ 32,000	FY19/20 Projected:	\$ 32,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line includes the cost of the contractual service to clean the facility after hours. The overnight cleaning includes a contractual relationship with a private firm, which cleans the locker rooms, offices, hallways, carpet in the weight machine area, and the mats in the free weight area. The cardio machines, carpet,

and the pool are cleaned by an individual who is also contracted.

<b>05-00-5-552 Service to Maintain Equipment</b>				<b>\$ 16,500</b>
FY17/18 Actual:	\$ 16,883	FY18/19 Actual:	\$ 16,405	
FY19/20 Budget:	\$ 16,500	FY19/20 Projected:	\$ 16,500	
Budget to Proposed	0.0%	Projected to Proposed	0.0%	

This line item includes the cost of maintaining and repairing primarily the nineteen pieces of cardiovascular equipment, the five HVAC systems, and the office/computer equipment plus the Rec Center's share of the annual support fee charged by the Department's registration software provider.

<b>05-00-5-558 Service to Maintain Pool</b>				<b>\$ 4,000</b>
FY17/18 Actual:	\$ 3,124	FY18/19 Actual:	\$ 4,024	
FY19/20 Budget:	\$ 4,000	FY19/20 Projected:	\$ 4,000	
Budget to Proposed	0.0%	Projected to Proposed	0.0%	

This includes service and repair to the boilers, water heater, pumps, gauges, automatic chemical-feed system, and the filtration system for both the pool and whirlpool. Previous expenditures were due to repairs to the whirlpool boiler, the sauna heater, and the automatic chemical-feed system.

<b>05-00-5-559 Instructors/Personal Trainers</b>				<b>\$ 83,000</b>
FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0	
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0	
Budget to Proposed	N/A	Projected to Proposed	N/A	

As discussed above, it was determined that this line item should be moved to Contractual Services instead of Salaries. This change did not impact the current financial performance of the Rec Center Fund. This line item includes the cost of contractual instructors who teach water and land fitness classes at the Recreation Center. This line item also includes personal trainers who conduct assessments for new members as part of their initiation fee. **Both the instructors and personal trainers' costs are recouped through membership fees, punch cards, or new member initiation fees.**

<b>05-00-6-601 Postage</b>				<b>\$ 1,600</b>
FY17/18 Actual:	\$ 1,732	FY18/19 Actual:	\$ 12	
FY19/20 Budget:	\$ 1,600	FY19/20 Projected:	\$ 1,600	
Budget to Proposed	0.0%	Projected to Proposed	0.0%	

This line item covers the cost of mailing invoices and other member info plus a percentage of mailing the City Scene, which advertises Recreation Center programs and services.

<b>05-00-6-603 Fuel-Heating</b>				<b>\$ 10,000</b>
FY17/18 Actual:	\$ 6,811	FY18/19 Actual:	\$ 11,220	
FY19/20 Budget:	\$ 10,000	FY19/20 Projected:	\$ 10,000	
Budget to Proposed	0.0%	Projected to Proposed	0.0%	

This line item includes the cost of heating the building and the hot water heaters, including the pool and whirlpool water heaters. Since the facility is a revenue-producing operation, natural gas costs are not eligible for inclusion within the NICOR franchise agreement.

<b>05-00-6-604 Electric</b>				<b>\$ 28,000</b>
FY17/18 Actual:	\$ 20,684	FY18/19 Actual:	\$ 33,718	
FY19/20 Budget:	\$ 28,000	FY19/20 Projected:	\$ 28,000	
Budget to Proposed	0.0%	Projected to Proposed	0.0%	

This line item includes the cost of electricity used specifically at the facility. The sauna, whirlpool, and parking lot lights are all on timers; the gym and racquetball lights are only turned on when occupied. As a revenue producer, the Rec Center does not qualify for the ComEd franchise agreement. The reason for the discrepancies in FY17/18 and FY18/19 is ComEd did not properly bill the City for delivery charges. Together, the two years average out to \$27,500, which is the correct annual charge.

<b>05-00-6-606 Office/Janitorial Supplies</b>				<b>\$ 11,000</b>
FY17/18 Actual:	\$ 10,135	FY18/19 Actual:	\$ 13,412	
FY19/20 Budget:	\$ 10,000	FY19/20 Projected:	\$ 12,000	
Budget to Proposed	10.0% <span style="color: red;">△</span>	Projected to Proposed	-8.3% <span style="color: green;">▽</span>	

This line item reflects the cost of office supplies charged to the Recreation Center plus the cleaning supplies, paper towels, toilet paper, soap, etc.

<b>05-00-6-607 Pool Chemicals</b>				<b>\$ 7,000</b>
FY17/18 Actual:	\$ 6,831	FY18/19 Actual:	\$ 6,492	
FY19/20 Budget:	\$ 7,000	FY19/20 Projected:	\$ 7,000	
Budget to Proposed	0.0%	Projected to Proposed	0.0%	

This line item reflects the cost of bromine, caustic soda, stabilizer, algaecide, clarifier, and other chemical agents that are used to treat the pool and whirlpool water. Consumption of these chemicals generally varies according to swimmer load and balance of influent water.

<b>05-00-6-610 Safety Equipment</b>				<b>\$ 500</b>
FY17/18 Actual:	\$ 831	FY18/19 Actual:	\$ 37	
FY19/20 Budget:	\$ 500	FY19/20 Projected:	\$ 500	
Budget to Proposed	0.0%	Projected to Proposed	0.0%	

This line item reflects the replacement of personal floatation devices, rescue tubes, ring buoys, rubber gloves, first aid supplies, etc.

<b>05-00-6-612 Program Supplies</b>				<b>\$ 12,000</b>
FY17/18 Actual:	\$ 9,360	FY18/19 Actual:	\$ 13,891	
FY19/20 Budget:	\$ 11,000	FY19/20 Projected:	\$ 12,000	
Budget to Proposed	9.1% <span style="color: red;">△</span>	Projected to Proposed	0.0%	

This line item includes program supplies specifically related to the Recreation

Center such as aerobics equipment, exercise equipment, magazine subscriptions, weight-lifting parts, athletic equipment, vending supplies, etc.

<b>05-00-6-620 Material to Maintain Building</b>		<b>\$ 5,000</b>	
FY17/18 Actual:	\$ 5,614	FY18/19 Actual:	\$ 4,541
FY19/20 Budget:	\$ 7,000	FY19/20 Projected:	\$ 4,000
Budget to Proposed	-28.6% ▽	Projected to Proposed	25.0% △

This line item includes costs related to materials to maintain the building such as paint, light fixtures, ceiling tiles, etc.

<b>05-00-6-621 Material to Maintain Equipment</b>		<b>\$ 4,500</b>	
FY17/18 Actual:	\$ 5,754	FY18/19 Actual:	\$ 3,628
FY19/20 Budget:	\$ 5,500	FY19/20 Projected:	\$ 4,000
Budget to Proposed	-18.2% ▽	Projected to Proposed	12.5% △

This line item includes miscellaneous parts for any work to be done on the exercise equipment and parts for the HVAC systems.

<b>05-00-6-622 Material to Maintain Pool</b>		<b>\$ 3,000</b>	
FY17/18 Actual:	\$ 2,071	FY18/19 Actual:	\$ 3,759
FY19/20 Budget:	\$ 4,500	FY19/20 Projected:	\$ 2,000
Budget to Proposed	-33.3% ▽	Projected to Proposed	50.0% △

This line item includes non-chemical materials to maintain the pool and whirlpool such as pool paint, replacement parts in the mechanical room for the heaters, filters, and pumps.

<b>05-00-7-720 Equipment</b>		<b>\$ 15,000</b>	
FY17/18 Actual:	\$ 18,930	FY18/19 Actual:	\$ 14,844
FY19/20 Budget:	\$ 15,000	FY19/20 Projected:	\$ 10,000
Budget to Proposed	0.0%	Projected to Proposed	50.0% △

This line item includes the replacement or addition of cardiovascular machines, large office equipment, and building upkeep.

In FY17/18, a half-rack, weight-lifting station was installed with new rubberized flooring; added two dual-purpose stations with an inner and outer thigh machine and an ab and back machine; replaced the cable crossover machine that now includes a lat pulldown station on one end and an assisted dip/chin up station on the other side; and replaced two treadmills, an elliptical and a rowing machine.

In FY18/19, major maintenance projects included painting a majority of the Rec Center's interior walls using the new color scheme and completed with in-house staff. The heat exchanger for the HVAC unit that services the gym cracked and was replaced. The pool was painted by an outside contractor. Several new pieces of equipment were added including a Stepmill and two new elliptical machines. Also replaced all of our dumbbells with new rubber-coated dumbbells and two new racks; and started to replace some of our heavier steel plate weights with

new 45-pound handled rubber plates.

In FY19/20, projects included the purchase of a new treadmill, replacing the entire security system throughout the building (unanticipated), replacing and updating the WRC sign out front, commercially cleaning all the carpets in the facility, replacing a commercial washing machine, and replacing the back hallway weight area with rubber matting.

FY20/21 projects include continuing to improve/replace equipment in the circuit, free weight, and cardio areas. Add a curtain in the gym to be able to have two activities in the gym at the same time. Purchase Spin bikes for a new type of aerobics class, including building a storage area for the bikes. Replace the movable wall between the multi-purpose room and gym with a permanent wall. Replace lockers in the men's and women's locker rooms.



Annual Budget  
FY20/21

# Parks

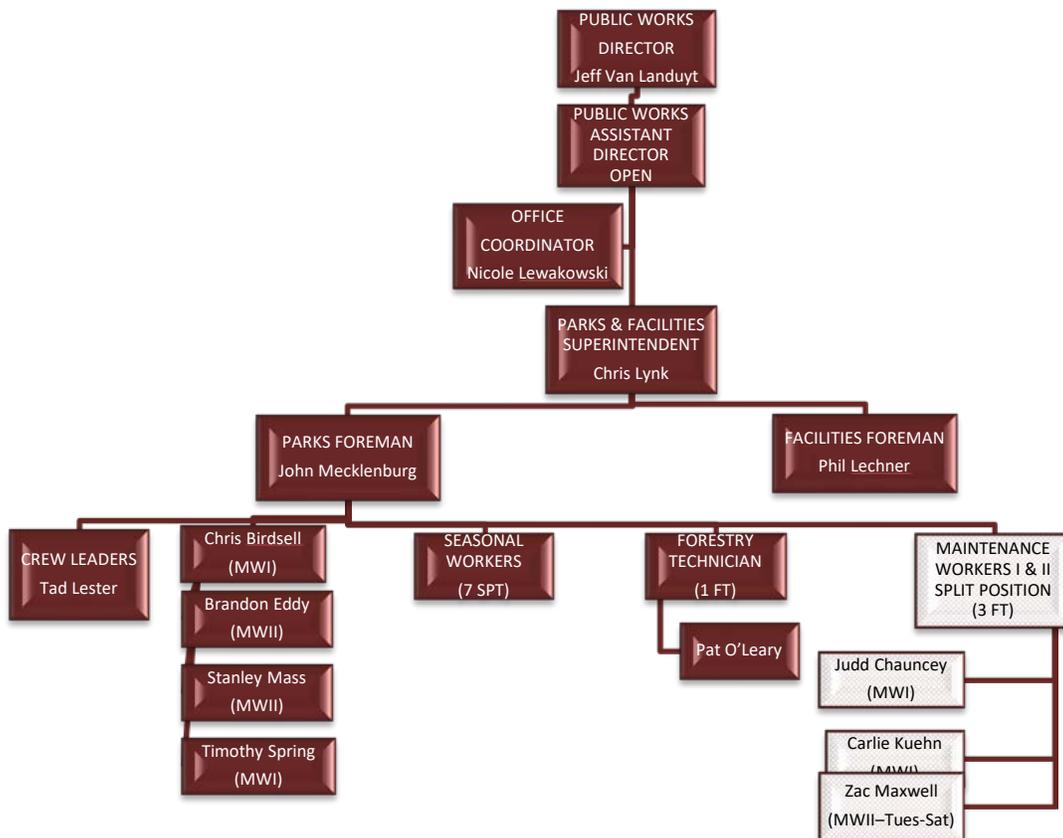
## Parks & Facilities Division



This operating budget for the Department of Public Works, Parks & Facilities Division accounts for all costs to manage and maintain 546 acres of parkland at 27 different locations, in addition to managing or assisting with the maintenance of ten different publicly-owned buildings. Within the park sites are 4 baseball fields, 16 softball and youth baseball fields, 8 soccer fields, 9 tennis courts, 9 basketball courts, 1 youth football field, and 18 playground areas. The division also provides support and assistance for community and City-sponsored events block parties, picnic pavilion reservations, and scheduled ball games and soccer games. In addition to these recreational activities,

the division employees complete sidewalk snow removal in the downtown, tree trimming, tree maintenance, and tree removal.

### PARKS DIVISION – ORGANIZATIONAL CHART



<b>PARKS DIVISION – PERSONNEL SUMMARY</b>					
AUTHORIZED POSITION/TITLE	17/18	18/19	19/20	20/21	+(-)
Parks & Facilities Superintendent	1	1	1	1	0
Foreman (1 Parks/1 Facilities)	1	1	2	2	0
Crew Leader	1	1	1	1	0
Forestry Technician	1	1	1	1	0
Park Maintenance Worker I & II	4	4	4	4	0
Split/Shared Position: Street/Parks <sup>1</sup>	3	3	3	3	0
Seasonal Employees (SPT)	3.5	3.5	3.5	3.5	0
<b>TOTAL FULL TIME</b>	<b>8</b>	<b>8</b>	<b>9</b>	<b>9</b>	<b>0</b>
<b>TOTAL SPLIT/SHARED (FT)</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0</b>
<b>TOTAL SEASONAL SPT (FTE)</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>0</b>

<sup>1</sup>These positions are funded 50% by the Parks Division and 50% by the Street Division.

### FY19/20 Accomplishments

- Parks Division successfully managed the following contracts:
  - Custodial services at six publicly-owned facilities;
  - HVAC preventative maintenance for all City-owned facilities;
  - Annual Holiday Lighting to include installation, maintenance and light removal;
  - Mowing contracts at the Library, South St. Overpass, US Rt. 14 median strips and Muriel St.; and
  - Two applications of herbicide treatments on all City-owned properties.
- Planted 600 perennials and annuals in the downtown bump-outs. Moved some existing perennials to improve appearance and to avoid stunted growth from overcrowding.
- Provided service for approximately 165 pavilion reservations, 700 ball games (not including tournaments) and 170 soccer games.
- Installed 200 tons of ballfield mix to seven ballfields at Merryman Fields Park.
- Installed a total of 80 ton of new Triple Play Mix to fields 3 and 4 at Bates Park, 60 ton to Emricson Park ballfield B.
- Fall of 2019, Staff completed the following renovations to ballfields:
  - Added ballfield mix to Prairie Ridge Drive Park;
  - Rebuilt 3 pitcher’s mounds at Merryman Fields Park with new block and materials in accordance with proper specifications;
  - Raised and re-built home plate area on field 3 at Bates Park; and
  - Raised the grade in right field on field A at Emricson Park to shed ponding water.
- Performed the following work at the Woodstock Water Works Facility:
  - Had new epoxy floor covering installed in the family restrooms and two offices;
  - Installed new hardware to secure lane markers in the lap pools; and
  - Let bid and awarded contract for the resurfacing of the water slides.
- Seeded the following fields and common areas:
  - Davis Road Park Soccer Fields;
  - Emricson Park Dream Field; and
  - Emricson Park Football Field.
- Managed the installation of holiday lights. Participated in event coordination meetings leading up to the event.

- Robotic mowers were demonstrated at City-owned facilities in 2019.
- An existing Public Works employee was promoted to Facility Foreman. This position will assist in the daily maintenance of all City-owned properties and oversee building maintenance contractors working for the City.
- Woodstock Library had three new 30-ton HVAC roof units installed in 2019. In addition, a new control system was integrated into the building for better efficiency and coordinated operation of the new units. Furthermore, light bulbs were replaced, painting was completed, shelving was installed, pictures hung, and improvements were completed in the mechanical room.
- One 10-ton HVAC roof unit was installed at the Police Department.
- Painting was also completed at City Hall and at the Recreation Center.
- Parks employees assisted with some improvements to the newly-acquired Jackson Street Facility (donated to the City by Centegra). Assistance was provided to move and dispose of office equipment from the site, window covers were installed on basement windows, troubleshooting was performed to make the parking lot lights operational, soffit and fascia around the building was repaired, washed, primed, and painted, and two trees were removed and all others were trimmed.

### **FY20/21 Goals and Objectives**

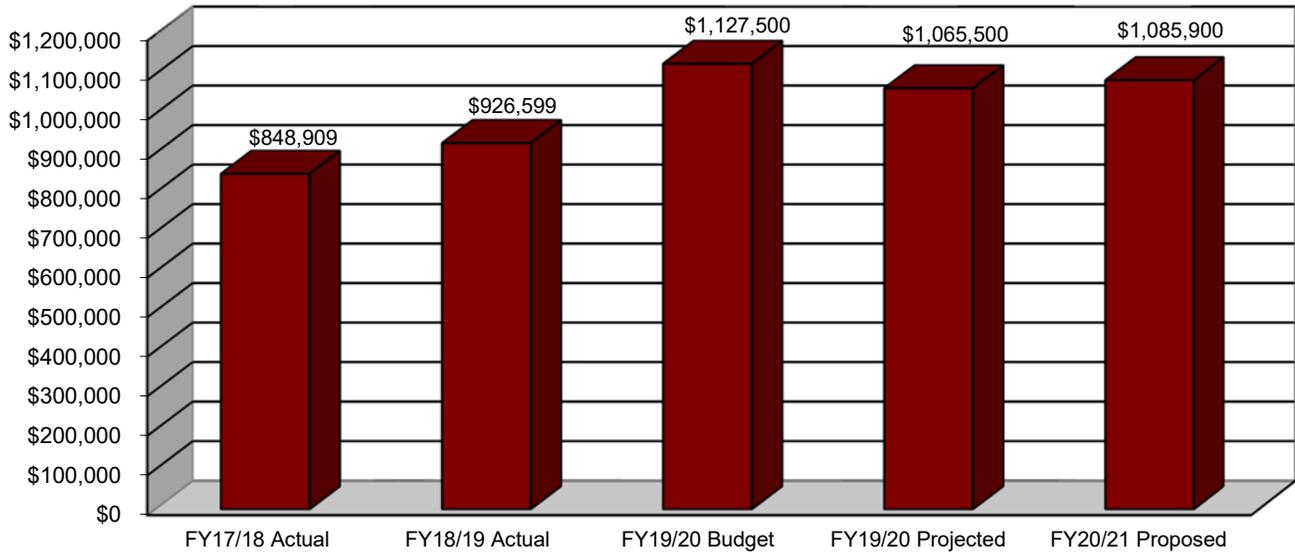
- Provide courteous and professional service to all park users and residents.
- Maintain safe, clean, and attractive park and recreation facilities for the enjoyment of all visitors.
- Strive to develop and set higher expectations for all Parks & Facilities employees to achieve high quality of work and competency in their specific area of expertise.
- Provide regular updates and share information that may be of interest to residents and park user groups utilizing the City Manager's Newsletter, City Scene, City website, and the Parks & Recreation Commission.
- Provide planning, execution and assistance for approved special events that are held throughout the year.
- Provide forestry services for the care of trees within public rights-of-way and to serve in an advisory role for resident's concerns for trees on private property.
- Provide all services required to maintain City-owned parks and public grounds. This includes but is not limited to regular cleaning and removal of trash and litter, weeding, and maintenance of shrubs and trees necessary to provide attractive grounds.
- Plan, maintain, and prepare soccer, softball, and baseball facilities for residents and user groups in a cost-effective manner.
- Manage an annual mosquito abatement program for the benefit of the community.
- Coordinate and oversee a contract for outsourcing local mowing and tree services.
- Coordinate and develop an efficient and effective facility-maintenance program now that there is a Facility Foreman in place.
- Improve the appearance of the warning tracks on all City-owned ballfields. Most fields will require the addition of 160 – 200 ton of limestone screenings.
- Improvements are planned at Emricson Park Field B, at Bates Park Field 6 and Merryman Fields Ballfields. Generally the work will include the addition of ballfield mix to fields as well as the tilling and lip removal at the exterior edges of Field 6 providing for safer playability. New edge lines and arc lines will be cut prior to opening day of the 2020 Little League season.

- Improvements at Emricson Park in 2020 will include clearing evasive species from the Oak Grove, over seeding of worn/ eroded areas behind Dream Field, clearing brush behind the tennis courts, and managing a fertilization program for all athletic fields.
- The Parks Division will be working toward resolving the ponded water surrounding Dream Field, Field A, and the Main Pavilion in 2020.

**Performance Measures:**

Item	Goal	Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Estimated
Internal Training	Provide a minimum of 40 hours of documented training for division employees each year	Hours per employee	26	16	20
Pavilion Reservations	Provide service and support for reservations	Number of paid reservations	130	157	91
Soccer Games	Maintain and prep soccer fields for user groups	Number of Fields prepared	200	111	132
Baseball and Softball Field preparation	Maintain and prep baseball and softball fields for user groups (does not include tournament play)	Number of fields prepared	1,000	700	650
Communication	Provide timely and relevant articles for the purpose of sharing items of interest to residents and park users via the City Managers Newsletter, City Scene, the website and Facebook	Number of articles written	18	16	12

## BUDGET COMPARISON



## Parks Fund

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
Beginning Fund Balance					\$ -	\$ -
<b>REVENUES</b>						
<b>TAXES</b>						
06-00-1-311	Property Taxes	\$ 299,218	\$ 298,652	\$ 300,000	\$ 299,300	\$ 300,000
	<b>TOTAL TAXES</b>	<b>\$ 299,218</b>	<b>\$ 298,652</b>	<b>\$ 300,000</b>	<b>\$ 299,300</b>	<b>\$ 300,000</b>
<b>FEES</b>						
06-00-2-360	Facility Rental	\$ 15,464	\$ 15,070	\$ 13,500	\$ 13,500	\$ 13,500
	<b>TOTAL FEES</b>	<b>\$ 15,464</b>	<b>\$ 15,070</b>	<b>\$ 13,500</b>	<b>\$ 13,500</b>	<b>\$ 13,500</b>
<b>OTHER REVENUES</b>						
06-00-5-380	Miscellaneous Revenues	\$ -	\$ 55	\$ 100	\$ -	\$ -
06-00-5-381	Snow Removal	12,751	12,697	13,100	15,600	16,000
	<b>TOTAL OTHER REVENUE</b>	<b>\$ 12,751</b>	<b>\$ 12,752</b>	<b>\$ 13,200</b>	<b>\$ 15,600</b>	<b>\$ 16,000</b>
<b>TOTAL REVENUES (BEFORE TRANSFERS)</b>		<b>\$ 327,433</b>	<b>\$ 326,474</b>	<b>\$ 326,700</b>	<b>\$ 328,400</b>	<b>\$ 329,500</b>
<b>TRANSFERS (TO)/FROM OTHER FUNDS</b>						
06-00-9-392	Transfer From General Corporate Fund	\$ 678,856	\$ 759,534	\$ 1,000,100	\$ 914,500	\$ 937,400
06-00-9-889	Transfer to Employee Insurance Fund	(157,380)	(159,409)	(199,300)	(177,400)	(181,000)
	<b>TOTAL TRANSFERS (TO)/FROM OTHER FUNDS</b>	<b>\$ 521,476</b>	<b>\$ 600,125</b>	<b>\$ 800,800</b>	<b>\$ 737,100</b>	<b>\$ 756,400</b>
<b>TOTAL REVENUES (AFTER TRANSFERS)</b>		<b>\$ 848,909</b>	<b>\$ 926,599</b>	<b>\$ 1,127,500</b>	<b>\$ 1,065,500</b>	<b>\$ 1,085,900</b>
<b>EXPENSES</b>						
<b>SALARIES</b>						
06-00-3-408	Parks & Facilities Superintendent	\$ 56,858	\$ 70,152	\$ 76,200	\$ 76,100	\$ 82,500
06-00-3-415	Maintenance	452,675	461,185	561,700	551,500	570,500
06-00-3-431	Extra Labor	28,491	21,168	29,000	27,500	30,000
06-00-3-445	Overtime	22,653	23,802	23,000	30,000	30,000
06-00-3-451	Sick Leave Conversion	3,927	2,500	4,800	2,600	4,900
	<b>TOTAL SALARIES</b>	<b>\$ 564,604</b>	<b>\$ 578,807</b>	<b>\$ 694,700</b>	<b>\$ 687,700</b>	<b>\$ 717,900</b>
<b>PERSONAL SERVICES</b>						
06-00-4-453	Uniforms	\$ 5,710	\$ 5,152	\$ 6,000	\$ 5,000	\$ 6,600
	<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 5,710</b>	<b>\$ 5,152</b>	<b>\$ 6,000</b>	<b>\$ 5,000</b>	<b>\$ 6,600</b>
<b>CONTRACTUAL SERVICES</b>						
06-00-5-540	Electricity	\$ 13,416	\$ 10,018	\$ 13,000	\$ 13,000	\$ 13,000
06-00-5-543	Equipment Rental	3,760	9,673	5,000	4,000	4,000
06-00-5-551	Service to Maintain Grounds	59,526	89,145	90,000	90,000	90,000
06-00-5-553	Service to Maintain Equipment/Vehicles	3,121	4,198	5,000	18,000	6,000
06-00-5-557	Service to Maintain Lights	4,527	9,166	8,500	12,000	10,000
06-00-5-563	Tree Trimming & Removal	20,900	24,200	100,000	70,000	40,000
06-00-5-564	Mosquito Abatement	38,902	48,902	40,000	16,600	40,000
06-00-5-566	Preventive Tree Maintenance	-	3,976	5,000	4,000	5,000
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 144,152</b>	<b>\$ 199,278</b>	<b>\$ 266,500</b>	<b>\$ 227,600</b>	<b>\$ 208,000</b>

**Parks Fund-Continued**

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
<b>COMMODITIES</b>						
06-00-6-602	Gasoline & Oil	\$ 22,049	\$ 26,476	\$ 25,000	\$ 25,000	\$ 26,000
06-00-6-603	Fuel-Heating	4,907	5,624	4,000	3,000	4,000
06-00-6-605	Tools	2,839	4,286	3,000	3,300	3,500
06-00-6-606	Supplies	5,233	9,085	8,000	7,000	7,000
06-00-6-609	Landscape Materials	11,369	10,268	15,000	15,000	15,000
06-00-6-611	Recreation Supplies	4,378	4,857	9,800	7,500	5,000
06-00-6-613	Water and Sewer	952	12	500	300	400
06-00-6-616	Lumber	1,317	1,197	3,000	3,000	3,000
06-00-6-620	Material to Maintain Buildings	617	704	2,000	1,000	2,000
06-00-6-621	Material to Maintain Equipment	15,732	14,116	15,000	15,000	15,000
06-00-6-622	Material to Maintain Vehicles	7,486	7,804	10,000	4,000	7,500
06-00-6-623	Material to Maintain Grounds	50,947	46,297	50,000	47,000	50,000
06-00-6-635	Ice Control	5,716	7,587	6,000	5,000	6,000
<b>TOTAL COMMODITIES</b>		<b>\$ 133,542</b>	<b>\$ 138,313</b>	<b>\$ 151,300</b>	<b>\$ 136,100</b>	<b>\$ 144,400</b>
<b>CAPITAL OUTLAY</b>						
06-00-7-720	Equipment	\$ 901	\$ 5,049	\$ 9,000	\$ 9,100	\$ 9,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 901</b>	<b>\$ 5,049</b>	<b>\$ 9,000</b>	<b>\$ 9,100</b>	<b>\$ 9,000</b>
<b>TOTAL PARKS FUND EXPENSES</b>		<b>\$ 848,909</b>	<b>\$ 926,599</b>	<b>\$ 1,127,500</b>	<b>\$ 1,065,500</b>	<b>\$ 1,085,900</b>
<b>NET INCREASE (DECREASE)</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Ending Fund Balance</b>					<b>\$ -</b>	<b>\$ -</b>

**Parks Fund Line Item Descriptions**

<b>06-00-1-311</b>	<b>Property Taxes</b>				<b>\$ 300,000</b>
	FY17/18 Actual:	\$ 299,218	FY18/19 Actual:	\$ 298,652	
	FY19/20 Budget:	\$ 300,000	FY19/20 Projected:	\$ 299,300	
	Budget to Proposed	0.0%	Projected to Proposed	0.2% <span style="color: green;">△</span>	

The Parks Fund receives property tax that is extended for the purpose of providing public parks for the residents of Woodstock. Revenue related to this property tax revenue is recorded in this line item.

<b>06-00-2-360</b>	<b>Facility Rental</b>				<b>\$ 13,500</b>
	FY17/18 Actual:	\$ 15,464	FY18/19 Actual:	\$ 15,070	
	FY19/20 Budget:	\$ 13,500	FY19/20 Projected:	\$ 13,500	
	Budget to Proposed	0.0%	Projected to Proposed	0.0%	

Revenue for this line item is received from the rental fees charged for reserved use of park facilities. All park facilities (except the Aquatic Center and the Recreation Center) are open to the public free of charge on a first-come, first-serve basis. However, the City does charge a rental fee to reserve and gain exclusive use of facilities such as pavilions, soccer fields, and ballfields. The City's User Fee Ordinance does exempt the local high schools from paying these fees, and the City Council has approved a waiver of these fees for youth organizations as a credit for improvements they completed at their cost on City fields.

Remaining user groups are charged a fee for the reserved and exclusive use of fields based on the number of non-resident participants. The City does not charge any fee to the user groups for games played by resident youth.

**06-00-5-380 Miscellaneous Revenues \$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 55
FY19/20 Budget:	\$ 100	FY19/20 Projected:	\$ 0
Budget to Proposed	-100.0% ▽	Projected to Proposed	N/A

This line item is used to document any donations made to the City for park and recreational facilities or special revenue received for park facilities. One example is the sale of commemorative bricks. The City offers the opportunity for residents, service organizations, and interested parties to purchase engraved bricks that can be placed at Sesquicentennial Park. The material cost for the purchase of the bricks is paid from the Parks budget, and revenue received from the sale of the bricks is recorded in this line item.

**06-00-5-381 Snow Removal \$ 16,000**

FY17/18 Actual:	\$ 12,751	FY18/19 Actual:	\$ 12,697
FY19/20 Budget:	\$ 13,100	FY19/20 Projected:	\$ 15,600
Budget to Proposed	22.1% △	Projected to Proposed	2.6% △



The Parks Division of Public Works provides sidewalk snow removal services for the business owners in the downtown area of Woodstock. Since this service directly benefits the business owners and the City is not responsible for removal of snow at other locations throughout the community, the cost of that service is paid directly by the property owners. Invoices each fall are sent to the appropriate party, and this line item is included within the Parks budget to document that revenue. The City will increase snow removal fees to business owners by 3% in FY20/21 to help cover the cost to provide this service.

**06-00-9-392 Transfer From General Corporate Fund \$ 937,400**

FY17/18 Actual:	\$ 678,856	FY18/19 Actual:	\$ 759,534
FY19/20 Budget:	\$ 1,000,100	FY19/20 Projected:	\$ 914,500
Budget to Proposed	-6.3% ▽	Projected to Proposed	2.5% △

This transfer of funds represents the annual subsidy required from the City's General Corporate Fund to balance the Parks budget to finance the operation and maintenance of the City's park system. As shown with the previous revenue line items, the City does receive money from property tax and a small amount of rental and user fees for the operation of the parks. However, these revenues are substantially less than the total annual expenditures, and it is necessary to subsidize the operation and maintenance of the parks through the use of General Fund revenues.

**06-00-9-889 Transfer to Employee Insurance Fund (\$181,000)**

FY17/18 Actual:	(\$ 157,380)	FY18/19 Actual:	(\$ 159,409)
FY19/20 Budget:	(\$ 199,300)	FY19/20 Projected:	(\$ 177,400)
Budget to Proposed	-9.2% ▽	Projected to Proposed	2.0% △

This line item represents the transfer made to the Employee Health and Life Insurance Fund for the insurance coverage for the full-time employees and shared employees in this division.

**06-00-3-408 Parks and Facilities Superintendent \$ 82,500**

FY17/18 Actual:	\$ 56,858	FY18/19 Actual:	\$ 70,152
FY19/20 Budget:	\$ 76,200	FY19/20 Projected:	\$ 76,100
Budget to Proposed	<span style="color: red;">8.3% △</span>	Projected to Proposed	<span style="color: red;">8.4% △</span>

This line item represents the salary for the Parks and Facilities Superintendent. This position is responsible for scheduling, coordinating, and evaluating programs related to the maintenance of city parks, sports fields, playgrounds, trees located on City property, special events, building and facility maintenance management, and downtown sidewalk snow removal. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates any "bring to minimum" pay increases as well as an opportunity for a merit pay increase based on the City's approved merit program.

**06-00-3-415 Maintenance \$ 570,500**

FY17/18 Actual:	\$ 452,675	FY18/19 Actual:	\$ 461,185
FY19/20 Budget:	\$ 561,700	FY19/20 Projected:	\$ 551,500
Budget to Proposed	<span style="color: red;">1.6% △</span>	Projected to Proposed	<span style="color: red;">3.4% △</span>

The FY20/21 budget amount is consistent with the negotiated labor contract for unionized positions. This line item pays the salary costs of eight (8) full-time, year-round maintenance employees in the Parks and Facility Division and 50% of the salary costs for three (3) positions shared between Parks and Streets. Funds allocated to this line item allow the City to provide the staffing needed to properly maintain publically owned parks and facilities. A full-time Facility Foreman was added to this Public Works Division in November 2019 and a new collective bargaining agreement is expected to be ratified in March 2020.



**06-00-3-431 Extra Labor \$ 30,000**

FY17/18 Actual:	\$ 28,491	FY18/19 Actual:	\$ 21,168
FY19/20 Budget:	\$ 29,000	FY19/20 Projected:	\$ 27,500
Budget to Proposed	<span style="color: red;">3.4% △</span>	Projected to Proposed	<span style="color: red;">9.1% △</span>

This line item is used to pay the salary costs of seasonal part-time employees working 40 hours per week during the summer months (May thru August). The seasonal employees provide additional labor for seasonal mowing, trimming, and outside maintenance freeing up more work hours for full-time employees. Actual costs are determined by the total number of hours that these employees work. The budget accounts for seven (7) seasonal positions. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates any "bring to minimum" pay increases.



**06-00-3-445 Overtime** **\$ 30,000**

FY17/18 Actual:	\$ 22,653	FY18/19 Actual:	\$ 23,802
FY19/20 Budget:	\$ 23,000	FY19/20 Projected:	\$ 30,000
Budget to Proposed	<b>30.4% △</b>	Projected to Proposed	0.0%



This line item covers the Parks Division overtime cost during the year. The Division often responds to calls outside of normal business hours for activities that include but are not limited to snow removal, tree maintenance, mowing, ballfield maintenance, etc. In addition to snow removal, wet weather in calendar year 2019 required that grass within the parks be mowed on overtime.

**06-00-3-451 Sick Leave Conversion** **\$ 4,900**

FY17/18 Actual:	\$ 3,927	FY18/19 Actual:	\$ 2,500
FY19/20 Budget:	\$ 4,800	FY19/20 Projected:	\$ 2,600
Budget to Proposed	<b>2.1% △</b>	Projected to Proposed	<b>88.5% △</b>

The sick leave conversion benefit provides for the accumulation of a maximum of 800 hours (100 days) of sick leave with any amount over this paid at 50%, but applied to employee health insurance contributions. Three employees in this division will have an amount greater than 800 hours on or before the end of calendar year 2020.

**06-00-4-453 Uniforms** **\$ 6,600**

FY17/18 Actual:	\$ 5,710	FY18/19 Actual:	\$ 5,152
FY19/20 Budget:	\$ 6,000	FY19/20 Projected:	\$ 5,000
Budget to Proposed	<b>10.0% △</b>	Projected to Proposed	<b>32.0% △</b>



The City provides uniforms to improve the overall appearance of Public Works employees and to further their professional image and approachability. All uniforms and clothing identify the individual as an employee of the City, present a positive professional image to the public, and serves as a visual representation of the City's commitment for quality customer service delivered by a professional staff. The City is anticipating a price increase for uniforms in 2020.

**06-00-5-540 Electricity** **\$ 13,000**

FY17/18 Actual:	\$ 13,416	FY18/19 Actual:	\$ 10,018
FY19/20 Budget:	\$ 13,000	FY19/20 Projected:	\$ 13,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%



Charges for electricity used at park facilities are separated between revenue and non-revenue public facilities. Electricity for non-revenue park facilities, such as security lights and parking lot lights are provided to the City at no charge under the ComEd franchise agreement. However, the City is required to pay the standard rate for all park facilities where the City charges a fee for use (i.e., ballfields). The Division has taken an additional step to save funds by managing the circuit breakers at Emricson Park and Bates Park so that only scheduled use of these facilities occurs.

06-00-5-543 Equipment Rental

\$ 4,000

FY17/18 Actual:	\$ 3,760	FY18/19 Actual:	\$ 9,673
FY19/20 Budget:	\$ 5,000	FY19/20 Projected:	\$ 4,000
Budget to Proposed	-20.0% ▽	Projected to Proposed	0.0%

This line item funds the rental of tools and small equipment that is used sporadically such as trenchers, sod cutters, and stump grinders. Parks staff uses this equipment to complete maintenance projects throughout the year. In FY18/19



06-00-5-551 Service to Maintain Grounds

\$ 90,000

FY17/18 Actual:	\$ 59,526	FY18/19 Actual:	\$ 89,145
FY19/20 Budget:	\$ 90,000	FY19/20 Projected:	\$ 90,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item pays all contracted costs for the maintenance of park grounds and park facilities. Annual costs typically include rental fees paid for portable toilets used at park sites, contracted services for fertilization and weed control on ballfields, chemical treatment of three park ponds by a licensed contractor, repairs to the lightning detection systems, and contracted services for the repair of irrigation systems.

Staff contracted for an additional application of post-emergent herbicide to minimize public concern and present the City as a good neighbor to those residents concerned about weed proliferation at their own homes. Proper control of broadleaf weeds requires at least two applications, a program is set up for the upcoming 2020 season.



In FY20/21 funds will cover the cost for a fertilization program, the cost for additional improvements to the downtown streetscape plantings, and repairs to irrigation systems.

06-00-5-553 Service to Maintain Equipment/Vehicles

\$ 6,000

FY17/18 Actual:	\$ 3,121	FY18/19 Actual:	\$ 4,198
FY19/20 Budget:	\$ 5,000	FY19/20 Projected:	\$ 18,000
Budget to Proposed	20.0% △	Projected to Proposed	-66.7% ▽

This line item includes all costs for outside service and repair of the vehicles assigned to the Parks Division. Funded services include work the Fleet Division cannot complete in-house and consists of warranty work, body repair, alignments, and manufacturer-specific issues. In FY19/20 additional funding was required to complete repairs by outside contractors during a time when the two mechanic positions within the Fleet Maintenance Division were vacant. Funding requested for FY20/21 should be adequate given the number of newer vehicles and equipment in the Parks & Facilities Division.



06-00-5-557 Service to Maintain Lights

\$ 10,000

FY17/18 Actual:	\$ 4,527	FY18/19 Actual:	\$ 9,166
FY19/20 Budget:	\$ 8,500	FY19/20 Projected:	\$ 12,000
Budget to Proposed	17.6% <span style="color: red;">△</span>	Projected to Proposed	-16.7% <span style="color: green;">▽</span>



This line item is used to pay all costs for contracted services for the maintenance and repair of lights in all City parks. This includes security lights in Emricson Park, tennis court lights, lights at Emricson Field A, lights on both Bigelow fields at Emricson Park, security lights at Bates Park, ballfield lights at Bates Park, and ballfield lights on Sullivan field at Emricson Park. This line will also cover the costs of repairs to lights in the Park in the Square. An increase in funding is requested in FY20/21 in order to upgrade lighting at Bates Park. It is hopeful that some of the cost to upgrade might be covered under warranty or pro-rated based on the age of the lights.

06-00-5-563 Tree Trimming & Removal

\$ 40,000

FY17/18 Actual:	\$ 20,900	FY18/19 Actual:	\$ 24,200
FY19/20 Budget:	\$ 100,000	FY19/20 Projected:	\$ 70,000
Budget to Proposed	-60.0% <span style="color: green;">▽</span>	Projected to Proposed	-42.9% <span style="color: green;">▽</span>

The Forestry Technician provides direction for the maintenance of all trees in the public rights-of-way. A well-managed tree maintenance program is important to the well-being of the community and it is essential that the City continue providing funds for the removal of hazardous trees. During the year, the City hires a contractor for tree services if and when overhead utilities are present or the size of the tree exceeds the ability of the City's equipment to perform this task safely.



Beginning in FY19/20 the Department of Public Works initiated a six-year pruning cycle for right-of-way trees to protect their overall condition and to better maintain their canopy. FY20/21 funds will continue the path of designating areas for pruning.

06-00-5-564 Mosquito Abatement

\$ 40,000

FY17/18 Actual:	\$ 38,902	FY18/19 Actual:	\$ 48,902
FY19/20 Budget:	\$ 40,000	FY19/20 Projected:	\$ 16,600
Budget to Proposed	0%	Projected to Proposed	141.0% <span style="color: red;">△</span>



The Illinois Department of Public Health recommends that local government agencies provide some form of treatment during each summer to reduce the health risks of the West Nile and other pest-associated viruses. The recommended action is to provide monthly treatments for larvae control during the peak hatching season and aerial spraying for adult mosquitoes, as needed, based on conditions and new health risks. This line item includes the cost for four Citywide treatments for larvae control as a preventative measure and two Citywide treatments for adult spraying, if needed.

**06-00-5-566 Preventative Tree Maintenance \$ 5,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 3,976
FY19/20 Budget:	\$ 5,000	FY19/20 Projected:	\$ 4,000
Budget to Proposed	0.0%	Projected to Proposed	25.0% <span style="color: red;">△</span>



Funds in this line item pay for contracted services and management programs identified and recommended by the City's Forestry Technician for the Park in the Square. The proper maintenance and care of that inventory requires proactive measures and management efforts to help offset the impact of the urban environment on the trees. Funds projected for expenditure include those slated for root feeding for trees within the Park in the Square. This service usually occurs following removal of holiday lights to aid the trees in recovering from damage that occurs during removal of the lights. Root feeding also enhances tree health affected by poor soils.

**06-00-6-602 Gasoline & Oil \$ 26,000**

FY17/18 Actual:	\$ 22,049	FY18/19 Actual:	\$ 26,476
FY19/20 Budget:	\$ 25,000	FY19/20 Projected:	\$ 25,000
Budget to Proposed	4.0% <span style="color: red;">△</span>	Projected to Proposed	4.0% <span style="color: red;">△</span>



This line item includes all fuel costs for the division's trucks, tractors, mowers, ballfield maintenance equipment, power tools, and snow removal equipment. In addition, the Fleet Division charges a portion of the costs for bulk oil and lubrication products used by the mechanics for routine maintenance and service of vehicles and equipment to this line item. An increase has been added to the FY20/21 request to cover taxes being applied by the State of Illinois.

**06-00-6-603 Fuel – Heating \$ 4,000**

FY17/18 Actual:	\$ 4,907	FY18/19 Actual:	\$ 5,624
FY19/20 Budget:	\$ 4,000	FY19/20 Projected:	\$ 3,000
Budget to Proposed	0.0%	Projected to Proposed	33.3% <span style="color: red;">△</span>

This line item includes funds to pay for fuel to heat the warming house and maintenance garage at Emricson Park. This account fluctuates from year-to-year and is highly influenced by winter temperatures.

**06-00-6-605 Tools \$ 3,500**

FY17/18 Actual:	\$ 2,839	FY18/19 Actual:	\$ 4,286
FY19/20 Budget:	\$ 3,000	FY19/20 Projected:	\$ 3,300
Budget to Proposed	16.7% <span style="color: red;">△</span>	Projected to Proposed	6.1% <span style="color: red;">△</span>

The purchase of hand tools and small equipment (less than \$500 per purchase), necessary for the maintenance and care of park facilities and grounds, are charged to this line item. Typical annual purchases include rakes, shovels, brooms, ballfield rakes, and small power tools. As the division takes on more facility maintenance, the need for individual tools to complete those tasks will also increase. With the addition of the Facility Foreman, additional tools may be required as the program develops.



**06-00-6-606 Supplies \$ 7,000**

FY17/18 Actual:	\$ 5,233	FY18/19 Actual:	\$ 9,085
FY19/20 Budget:	\$ 8,000	FY19/20 Projected:	\$ 7,000
Budget to Proposed	-12.5% ▽	Projected to Proposed	0.0%

This line item includes charges for the purchase of a variety of items and materials needed by the employees to provide daily cleaning and maintenance of park facilities. Typical purchases charged to this line item include cleaning supplies, bathroom supplies, light bulbs, garbage bags, and paint and painting supplies.



**06-00-6-609 Landscape Materials \$ 15,000**

FY17/18 Actual:	\$ 11,369	FY18/19 Actual:	\$ 10,268
FY19/20 Budget:	\$ 15,000	FY19/20 Projected:	\$ 15,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item includes the purchase of materials needed to complete new landscaping improvements in park sites and the replacement of existing landscaping materials. This line item provided additional funding in FY19/20 to increase maintenance of the downtown streetscape areas and implement a beautification plan for the curb bump outs. FY20/21 funds will allow the continuation of the improvements needed in the downtown beds and interior Park-in- the-Square.



**06-00-6-611 Recreation Supplies \$ 5,000**

FY17/18 Actual:	\$ 4,378	FY18/19 Actual:	\$ 4,857
FY19/20 Budget:	\$ 9,800	FY19/20 Projected:	\$ 7,500
Budget to Proposed	-49.0% ▽	Projected to Proposed	-33.3% ▽



This line item funds the purchase of materials and supplies necessary to maintain sport and recreational facilities including softball and baseball fields, basketball courts, tennis courts, and playgrounds. The majority of funds expended provide replacement parts for playground equipment. The funds for FY19/20 were used for the replacement of four basketball hoops within Emricson Park. In FY20/21, it is anticipated that parts may be needed for some of the older playground equipment; supplies may be needed for improvements to existing ballfield dugouts, and basketball hoops will need to be replaced.

**06-00-6-613 Water and Sewer \$ 400**

FY17/18 Actual:	\$ 952	FY18/19 Budget:	\$ 12
FY19/20 Budget:	\$ 500	FY19/20 Projected:	\$ 300
Budget to Proposed	-20.0% ▽	Projected to Proposed	33.3% △



A requirement of the City's Utility Fund is that it remains self-supporting. Doing so requires all operations of the City to pay the appropriate fees just like other water and sewer customers.

**06-00-6-616 Lumber \$ 3,000**

FY17/18 Actual:	\$ 1,317	FY18/19 Budget:	\$ 1,197
FY19/20 Budget:	\$ 3,000	FY19/20 Projected:	\$ 3,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%



This line item funds the purchase of lumber for maintenance and repair of park amenities including trailers, picnic tables, benches, signs and signposts, parking lot border posts, and informational kiosk signs. Each year staff identifies the need to replace playground border material, which comes from this line item. Parks staff used some of these available funds to build a new dumpster enclosure in FY19/20 at the Emricson Park maintenance shop.

FY20/21 funds are for the purchase of new timbers for border installation around playgrounds. In addition, cedar fencing at surrounding parks will need attention this year for replacement and/or repair.

**06-00-6-620 Material to Maintain Building \$ 2,000**

FY17/18 Actual:	\$ 617	FY18/19 Actual:	\$ 704
FY19/20 Budget:	\$ 2,000	FY19/20 Projected:	\$ 1,000
Budget to Proposed	0.0%	Projected to Proposed	100.0% <span style="color: red;">△</span>

This line item includes charges for the purchase of materials used by City employees for building maintenance projects at areas including the parks maintenance garage in Emricson Park, Emricson Park warming house, Bates Park restroom and concession stand, all picnic shelters, and the house and detached garage at the Hennen Conservation Area. Typical purchases include paint and stain, window and door replacements, light fixtures, and plumbing fixtures.



**06-00-6-621 Material to Maintain Equipment \$ 15,000**

FY17/18 Actual:	\$ 15,732	FY18/19 Actual:	\$ 14,116
FY19/20 Budget:	\$ 15,000	FY19/20 Projected:	\$ 15,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item funds the purchase of materials and supplies for proper maintenance and repair of all of the equipment necessary for Parks employees to complete their assigned duties. Major costs associated with this line item include the replacement of wire broom parts for snow removal equipment and parts for the maintenance of mowing equipment.

**06-00-6-622 Material to Maintain Vehicles \$ 7,500**

FY17/18 Actual:	\$ 7,486	FY18/19 Actual:	\$ 7,804
FY19/20 Budget:	\$ 10,000	FY19/20 Projected:	\$ 4,000
Budget to Proposed	-25.0% <span style="color: green;">▽</span>	Projected to Proposed	87.5% <span style="color: red;">△</span>

Most of the service and repair to Parks vehicles is completed in-house by the City's mechanics that use this line item to pay for repair parts and vehicle service supplies. Typical purchases each year include tires, batteries, belts, hoses, lights, filters, brake parts, etc.



**06-00-6-623 Material to Maintain Grounds \$ 50,000**

FY17/18 Actual:	\$ 50,947	FY18/19 Actual:	\$ 46,297
FY19/20 Budget:	\$ 50,000	FY19/20 Projected:	\$ 47,000
Budget to Proposed	0.0%	Projected to Proposed	6.4%△

All material purchased by the Parks Division for use in the daily maintenance and care of park grounds is charged to this line item. The majority of these purchases are for the maintenance and care of the City’s ballfields. Funds utilized in FY18/19 related to costs for the renovation of Roskie Field. In FY19/20, this line item covered materials needed for improvements to all seven fields of Merryman Park, in addition to Field B at Emricson Park. FY20/21 covers the materials, limestone and ballfield mix as bulk materials for the majority of this budget.



**06-00-6-635 Ice Control \$ 6,000**

FY17/18 Actual:	\$ 5,716	FY18/19 Actual:	\$ 7,587
FY19/20 Budget:	\$ 6,000	FY19/20 Projected:	\$ 5,000
Budget to Proposed	0.0%	Projected to Proposed	20.0%△

This line item pays for material used to melt snow and ice on sidewalks within the downtown and at public facilities like City Hall, the Library, the Opera House, the Police Department, and the Recreation Center. Each facility pays for the amount that they use. In addition, revenue from sidewalk snow removal service in the downtown area offsets expenditures in this account.

**06-00-7-720 Equipment \$ 9,000**

FY17/18 Actual:	\$ 901	FY18/19 Actual:	\$ 5,049
FY19/20 Budget:	\$ 9,000	FY19/20 Projected:	\$ 9,100
Budget to Proposed	0.0%	Projected to Proposed	-1.1%▽

This line item funds the cost of new and replacement equipment such as weed eaters, backpack blowers and pruners used in the maintenance of various parks, landscape beds, and tree maintenance. Generally purchases through this line item are large ticket items needed to maintain City property.



In FY18/19 a larger trailer was purchased providing the opportunity to haul two mowers as opposed to a single mower to each of the park sites. Funds in FY19/20 were used to purchase a Utility Task Vehicle (UTV) for use in the downtown and park properties. In FY20/21 plans are to purchase a side-by-side utility vehicle through this line item.



Annual Budget  
FY20/21

# Opera House

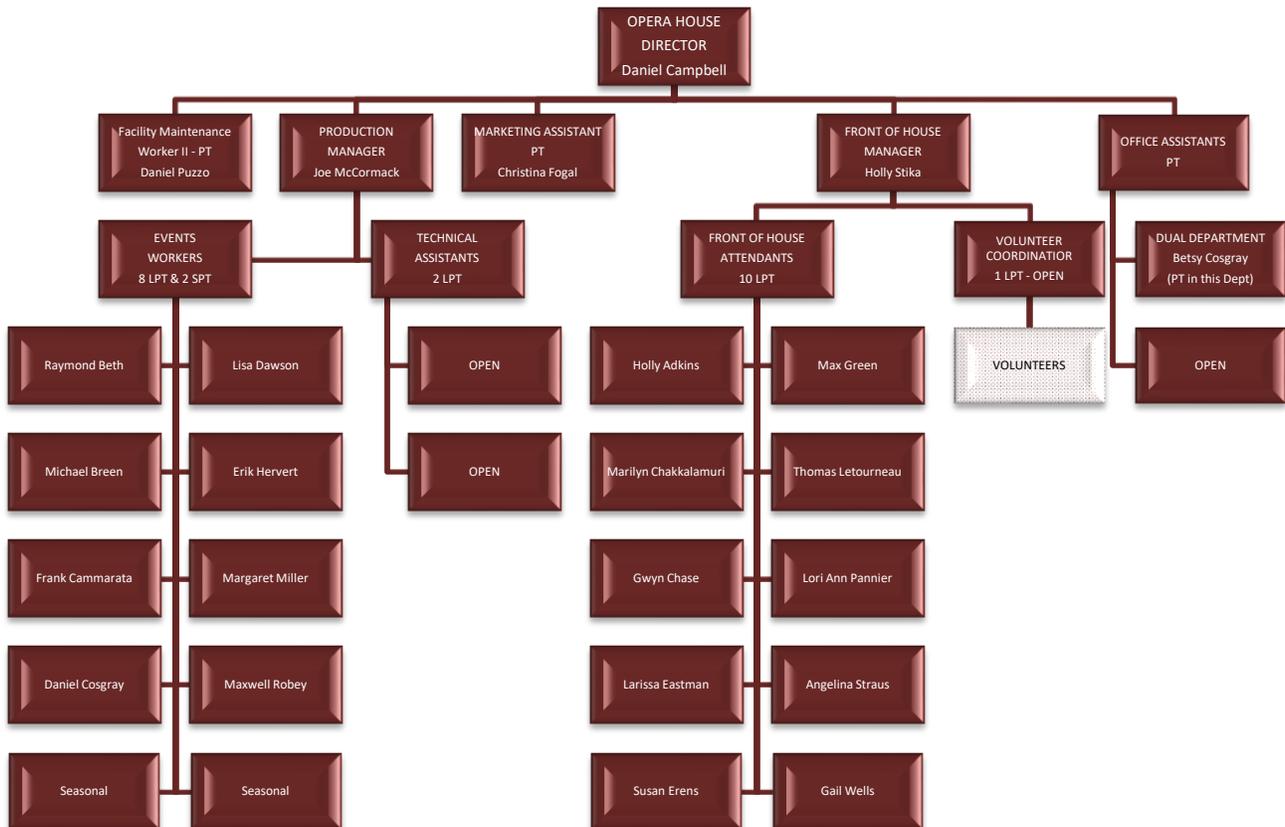
# Woodstock Opera House



Situated on the downtown Historic Square in the heart of the community, the Woodstock Opera House is one of the oldest continuously operating theatres in the country and one of the most recognized historic theatres in the Midwest. The Opera House hosts and provides support for a wide variety of events on its Main Stage as well as in the Stage Left Café, Woodstock Park in the Square, and surrounding community. Registered as a national historic landmark, the Opera House is dedicated to the production, promotion and support of performing arts and civic events as a service to the community and the people of McHenry County and northern Illinois.



## WOODSTOCK OPERA HOUSE – ORGANIZATIONAL CHART



## WOODSTOCK OPERA HOUSE – PERSONNEL SUMMARY

<b>AUTHORIZED POSITION/TITLE</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>	<b>+(-)</b>
Opera House Director - FT	1	1	1	1	0
Building Manager - FT	1	1	1	0	(1)
Production Manager - FT	1	1	1	1	0
Production Assistant - FT	1	1	1	0	(1)
Front of House Manager - FT	1	1	1	1	0
Office Assistant - FT, But PT in OH	0.5	0.5	0.5	0.5	0
Office Assistant - PT	0	0	0	0.5	0.5
Box Office Assistant - PT	0.5	0.5	0	0	0
Marketing Assistant - PT	0	0	0.5	0.5	0
Facility Maintenance Worker II - PT	0	0	0	0.5	0.5
Box Office Worker <sup>1</sup> - LPT	1.5	1.5	0	0	0
Café Staff <sup>1</sup> - LPT	2	2	0	0	0
Events Worker - LPT	6	6	4	4	0
Front of House Attendant <sup>1</sup> - LPT	0	0	4	5	1
Technical Assistant - PT	0	0	1	0	(1)
Technical Assistant - LPT	0	0	0	1	1
Volunteer Coordinator - LPT	0	0	0	0.5	0.5
Events Worker - SPT	0	0	1	1	0
<b>TOTAL FULL TIME</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>	<b>3.5</b>	<b>(2.0)</b>
<b>TOTAL PART TIME (FTE)</b>	<b>0.5</b>	<b>0.5</b>	<b>1.5</b>	<b>1.5</b>	<b>0</b>
<b>TOTAL LPT (FTE)</b>	<b>9.5</b>	<b>9.5</b>	<b>8</b>	<b>10.5</b>	<b>2.5</b>
<b>TOTAL SPT (FTE)</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>

<sup>1</sup> Box Office and Café Worker roles combined into one cross-trained role late in FY18/19.

## FY19/20 Accomplishments

- Produced, administrated, and lent technical support to 889 events and activities in 2019.
- 2019 total ticketed attendance was 37,477, an 8% increase in attendance over 2018.
- Sales totaled more than \$790,000 in 2019, a 6.5% increase over 2018.
- The Opera House had over \$51,000 in concessions sales and hosted 311 events at the Stage Left Café.
- The Opera House had an estimated economic impact of \$2.8 million dollars on the local economy in 2019, based on calculations from the “Arts & Economic Prosperity 5 Calculator,” a tool provided by Americans for the Arts.
- Displayed ten art exhibits by local and regional artists from January through November 2019 and displayed 30 Christmas trees decorated by local civic groups for the holiday season.
- Completed the 135<sup>th</sup> City Band Concert Season with six performances (two concerts were cancelled due to weather).
- Honored the retirement of City Band Music Director, Duane Peiffer who completed 27 years of service.
- Hosted 10 additional concerts by local and regional artists in the Park in the Square from June - August.
- Building Manager Mark Greenleaf retired after completing 34 years of service to the City as an Opera House employee.
- Hired a new part-time Marketing Assistant for the Opera House.
- Hired a new part-time Facility Maintenance Worker for the Opera House.
- Provided technical support for the annual Memorial Day observance.
- Provided technical support for the Bells Across America event, honoring fallen Firefighters with the ringing of the historic fire bell ensconced in the Opera House tower.
- Managing Director, Daniel Campbell, attended the League of Historic American Theatre’s conference in Philadelphia and attended the Arts Midwest conference in Minneapolis.
- Hosted Illinois Bassett training session for staff, local businesses and community members.
- Hosted a free public concert by the Air National Guard Band of the Midwest.
- Co-sponsored Swing Dance lessons at the Opera House with the Recreation Department
- Hosted Congressional Representative Lauren Underwood for her official re-election campaign announcement.
- Hosted the luncheon and gave a tour for the visiting dignitaries from Zacatecas Mexico.
- Managing Director, Daniel Campbell, joined the board for REAL Woodstock in the role as treasurer.
- Hosted the organizational meetings for the Care4Breast Cancer fundraiser.
- Worked with the Friends of the Opera House to present multiple fundraising events and activities including their Hoppy Hour Beer fundraiser, Lighting of the Square Reception, Red White & Blues Wine Tasting and the annual January Thaw membership reception.
- Hosted and assisted with the production of the Witches & Wizards of Woodstock event presented by the Woodstock Public Library.
- Completed roof replacement on the South Annex of the facility
- Selected and contracted a new ticketing software solution for the Opera House Box Office.
- Assisted in organizing the annual Halloween on the Square activities.
- Assisted in hosting and organizing the Harvest Fest on the Square.
- Hosted and provided technical support for the Groundhog Day activities.
- Repaired and recovered from a lightning strike to the Opera House Bell Tower that caused serious structural damage.

- Implemented a whole new line of programming utilizing the new movie screen and projector system that was made possible through a donation from the Woodstock Fine Arts Association.
- Purchased and installed a new portable concession bar and remodeled the old kitchen area into a catering support module for the community room & lobby through a donation from the Woodstock Musical Theatre Company.
- Installed new sound absorbing decorative acoustical ceiling tiles in the Community Room through a donation from the Woodstock Fine Arts Association.
- Constructed a new maintenance closet on the lobby level by recapturing space in the building left vacant from the old stage service shaft.
- Hired an architect to assist with the design/plans for remodeling of the backstage greenroom and dressing room areas.

<b>Opera House Event Activity Report January to December 2019</b>							
<b>MONTH</b>	<b>MAIN STAGE</b>	<b>LIBRARY &amp; COMM. ROOM</b>	<b>BACK STAGE</b>	<b>GAZEBO &amp; PARK</b>	<b>STAGE LEFT CAFÉ*</b>	<b>Tours, Meetings, Misc.</b>	<b>TOTAL EVENTS</b>
January	11	4	14	1	21	9	60
February	15	8	11	1	25	9	69
March	28	8	4	1	25	9	75
April	14	10	5	2	22	11	64
May	17	4	4	4	27	10	66
June	29	7	1	10	27	8	82
July	26	7	2	12	25	8	80
August	16	11	12	10	28	14	91
September	17	4	8	6	24	7	66
October	22	12	9	4	24	7	78
November	26	10	0	3	38	8	85
December	27	3	10	2	25	6	73
<b>Grand Total</b>	<b>248</b>	<b>88</b>	<b>80</b>	<b>56</b>	<b>311</b>	<b>106</b>	<b>889</b>

*\*Includes only scheduled events. Does not include being open for each Opera House Mainstage Performance.*

## FY20/21 Goals and Objectives

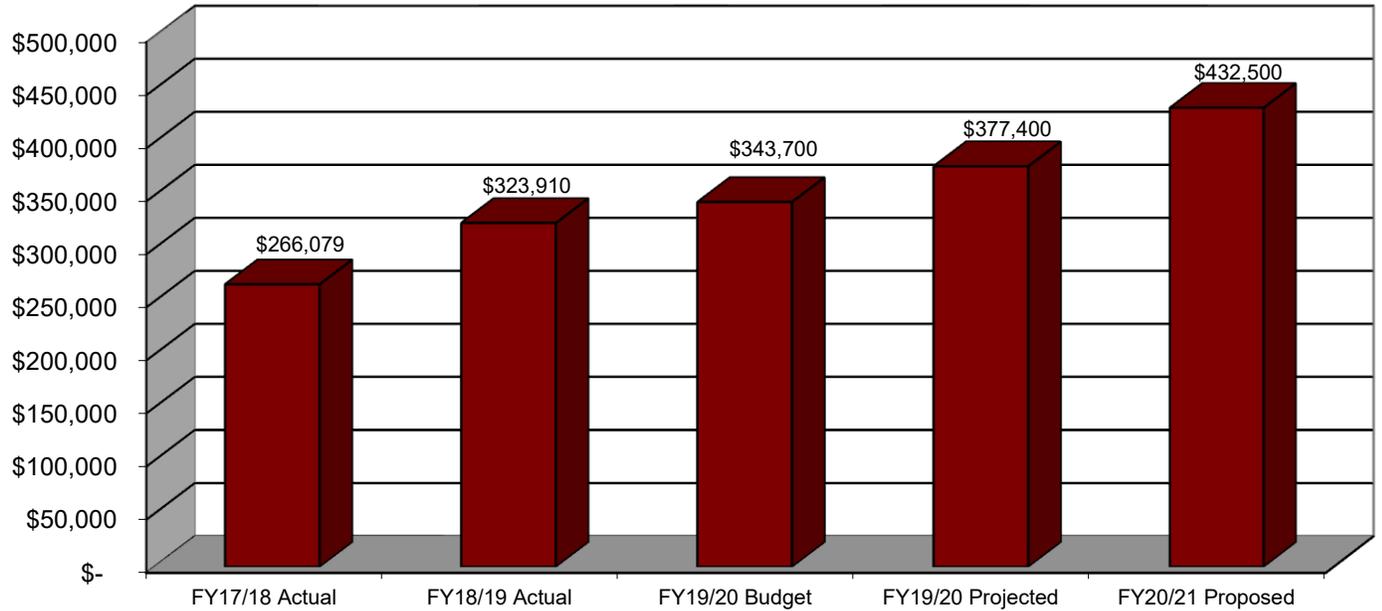
- Produce eight City Band concerts in the Park in the Square Bandstand in June and July with an additional four concerts by various artists in August.
- Work with former City Band Director, Duane Peiffer, to hire a new Band Director(s) for the 2020 City Band Season.
- Display ten art exhibits by local and regional artists in the Opera House Community Room.
- Continue to expand programming through additional in-house bookings, film presentations, and rentals.
- Make use of architectural plans to begin renovation of the Green Room and dressing rooms backstage.
- Replace the worn-out soft-goods on stage - Curtained Legs and Borders - with new materials.
- Continue to make masonry repairs to the facility.
- Construct and update sound board console area with new counter, seating, and wood trim/paint.
- Continue to develop a diverse programming model that is welcoming to minority groups and underserved communities.
- Develop, recruit and train new staff positions including an additional Office Assistant, two Technical Assistants and a Volunteer Coordinator position.
- Continue to address painting and smaller maintenance projects throughout the building.
- Update and add additional lighting to Stage Left Café.
- Purchase a new professional coffee machine for Stage Left Café to replace the current unit, which is failing after 16 years of service.
- Implement new policies for food and beverage service in the Opera House auditorium and expand our concession services.
- Purchase a digital projector for use on the mainstage for projections on rear cyclorama.
- Update signage throughout the facility.
- Install ADA automatic door opener for Stage Left Café main entrance.
- Purchase and install an updated assisted-listening system in the auditorium.
- Add networked security video cameras within building with assistance from the IT Department.
- Conduct a review of the existing sound system in the auditorium to plan updates and adjustments for optimal sound quality.
- Hire a professional company to plan and install a lightning suppression system on building.
- Pursue more cross promotional and marketing opportunities with local businesses and presenters.
- Begin groundwork for developing a donor and sponsor program for the Opera House.
- Establish committee for fundraising and to celebrate the 50<sup>th</sup> anniversary of our restoration in 2026/2027 with project goals.

**Performance Measures**

<b>Item</b>	<b>Goal</b>	<b>Description</b>	<b>FY17/18 Actual</b>	<b>FY18/19 Actual</b>	<b>FY19/20 Projected</b>
Facility Usage	Maintain or increase level of facility usage	# of events/activities	629	857	890
Facility Income	Maintain or increase income levels	Includes: Donations, Facility Rental, Materials & Services, Program Revenue, Ticket Services, credit card fees, Misc. Income & Café Rental, & tips	\$226,518	\$280,099	\$327,400
Concessions sales	Maintain or increase sales of concession items	Sales of goods in budget year	\$39,561	\$43,811	\$50,000
Tickets Sold	Maintain or increase total tickets sold	# tickets sold for events in budget year	32,972	35,367	40,000
Ticket Sales	Maintain or increase Ticket Sales	income from base ticket sales	\$647,030	\$623,347	\$700,000

Performing Arts Fund Revenues

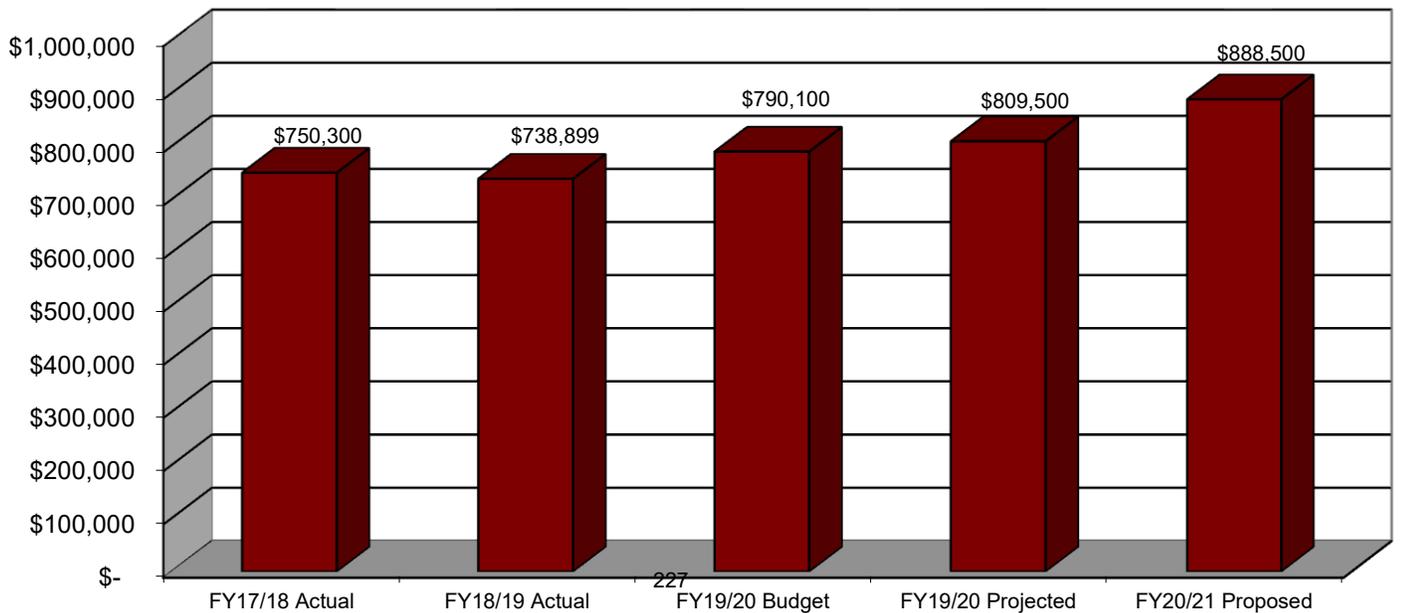
**BUDGET COMPARISON REVENUES**



- Revenues shown here do not include Property Tax, Hotel/Motel Tax, City Surcharge, the General Corporate Transfer or the Employee Insurance Transfer

Performing Arts Fund Expenses

**BUDGET COMPARISON EXPENSES**



## Performing Arts Fund - Revenues

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
Beginning Fund Balance					\$ -	\$ -
<b>REVENUES OPERA HOUSE</b>						
<b>TAXES</b>						
07-00-1-311	Property Tax	\$ 159,586	\$ 159,285	\$ 160,000	\$ 159,700	\$ 160,000
<b>TOTAL TAXES</b>		<b>\$ 159,586</b>	<b>\$ 159,285</b>	<b>\$ 160,000</b>	<b>\$ 159,700</b>	<b>\$ 160,000</b>
<b>FEES</b>						
07-00-2-330	Gifts and Donations	\$ 24,428	\$ 18,346	\$ 5,000	\$ 21,500	\$ 10,000
07-00-2-360	Facility Rental	77,472	80,189	80,000	75,000	90,000
07-00-2-365	Materials and Services	34,237	45,892	50,000	46,000	50,000
07-00-2-366	Program Revenues	52,806	87,362	110,000	112,000	110,000
07-00-2-367	Ticket Office Services	8,250	10,600	12,000	20,000	60,000
07-00-2-368	Credit Card Revenue	-	-	-	17,000	25,000
<b>TOTAL FEES</b>		<b>\$ 197,193</b>	<b>\$ 242,389</b>	<b>\$ 257,000</b>	<b>\$ 291,500</b>	<b>\$ 345,000</b>
<b>OTHER</b>						
07-00-5-380	Miscellaneous Income	\$ 16,066	\$ 19,570	\$ 18,000	\$ 21,400	\$ 12,500
07-00-5-390	Concession Sales	-	-	-	-	75,000
<b>TOTAL OTHER REVENUES</b>		<b>\$ 16,066</b>	<b>\$ 19,570</b>	<b>\$ 18,000</b>	<b>\$ 21,400</b>	<b>\$ 87,500</b>
<b>TOTAL REVENUES OPERA HOUSE (BEFORE TRANSFERS)</b>		<b>\$ 372,845</b>	<b>\$ 421,244</b>	<b>\$ 435,000</b>	<b>\$ 472,600</b>	<b>\$ 592,500</b>
<b>TRANSFERS (TO)/FROM OTHER FUNDS</b>						
07-00-9-392	Transfer From General Corporate Fund	\$ 388,753	\$ 288,269	\$ 320,000	\$ 301,700	\$ 320,900
07-00-9-393	Transfer From Hotel/Motel Tax Fund	30,000	30,000	40,000	40,000	40,000
07-00-9-889	Transfer To Employee Insurance Fund	(81,618)	(75,064)	(73,600)	(69,300)	(64,900)
<b>TOTAL TRANSFERS (TO)/FROM OTHER FUNDS</b>		<b>\$ 337,135</b>	<b>\$ 243,205</b>	<b>\$ 286,400</b>	<b>\$ 272,400</b>	<b>\$ 296,000</b>
<b>TOTAL REVENUES OPERA HOUSE (AFTER TRANSFERS)</b>		<b>\$ 709,980</b>	<b>\$ 664,449</b>	<b>\$ 721,400</b>	<b>\$ 745,000</b>	<b>\$ 888,500</b>
<b>REVENUES CAFÉ</b>						
<b>SALES OF GOODS AND SERVICES</b>						
07-13-2-330	Concessions	\$ 39,561	\$ 43,811	\$ 50,000	\$ 50,000	\$ -
07-13-2-360	Café Rental	8,856	13,878	14,000	10,000	-
07-13-2-365	Labor Reimbursement	351	128	200	-	-
07-13-2-380	Tip Donations	4,052	4,134	4,500	4,500	-
<b>TOTAL SALES OF GOODS AND SERVICES</b>		<b>\$ 52,820</b>	<b>\$ 61,951</b>	<b>\$ 68,700</b>	<b>\$ 64,500</b>	<b>\$ -</b>
<b>TOTAL REVENUES CAFE</b>		<b>\$ 52,820</b>	<b>\$ 61,951</b>	<b>\$ 68,700</b>	<b>\$ 64,500</b>	<b>\$ -</b>
<b>TOTAL REVENUES PERFORMING ARTS FUND (AFTER TRANSFERS)</b>		<b>\$ 762,800</b>	<b>\$ 726,400</b>	<b>\$ 790,100</b>	<b>\$ 809,500</b>	<b>\$ 888,500</b>
<b>EXPENSES</b>						
07-11-x-xxx	Opera House	\$ 702,763	\$ 681,863	\$ 718,100	\$ 742,500	\$ 888,500
07-12-x-xxx	Municipal Band	20,657	26,835	35,500	29,400	-
07-13-x-xxx	Café	26,880	30,201	36,500	37,600	-
<b>TOTAL PERFORMING ARTS FUND EXPENSES</b>		<b>\$ 750,300</b>	<b>\$ 738,899</b>	<b>\$ 790,100</b>	<b>\$ 809,500</b>	<b>\$ 888,500</b>
<b>NET INCREASE (DECREASE)</b>		<b>\$ 12,500</b>	<b>\$ (12,499)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Ending Fund Balance					\$ -	\$ -

## Performing Arts Fund-Expenses

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
<b>OPERA HOUSE</b>						
<b>SALARIES</b>						
07-11-3-402	Director	\$ 164,836	\$ 61,466	\$ 94,100	\$ 93,300	\$ -
07-11-3-403	Production Manager	66,424	68,447	70,200	70,200	-
07-11-3-404	Building Manager	87,151	89,065	37,200	38,800	-
07-11-3-407	Front of House Manager	66,722	57,241	60,400	60,200	-
07-11-3-413	Office Manager	18,280	18,824	19,600	19,400	-
07-11-3-425	Full-Time Staff	-	-	-	-	261,100
07-11-3-436	Marketing Assistant	31,660	31,893	26,000	23,700	-
07-11-3-437	Box Office Workers	22,341	24,075	33,800	41,000	-
07-11-3-439	Part-Time Staff	-	-	-	-	79,600
07-11-3-441	Facility and Event Workers	39,877	49,647	66,100	65,500	-
07-11-3-442	Limited Part-Time Staff	-	-	-	-	155,000
07-11-3-443	Seasonal Part-Time Staff	-	-	-	-	5,000
07-11-3-444	City Band Members	-	-	-	-	18,000
07-11-3-446	Production Assistant	38,281	39,520	40,200	25,000	-
07-11-3-447	Incentive Performance Pay Plan	-	-	25,000	12,500	25,000
07-11-3-445	Overtime	-	-	-	-	-
07-11-3-451	Sick Leave Conversion	4,784	2,048	1,100	1,100	2,500
	<b>TOTAL SALARIES</b>	<b>\$ 540,356</b>	<b>\$ 442,226</b>	<b>\$ 473,700</b>	<b>\$ 450,700</b>	<b>\$ 546,200</b>
<b>PERSONAL SERVICES</b>						
07-11-4-452	Travel & Training	\$ 126	\$ 865	\$ 4,500	\$ 4,000	\$ 4,500
07-11-4-453	Uniforms	-	-	-	-	2,000
07-11-4-454	Dues & Subscription	1,325	877	2,000	1,500	2,000
	<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 1,451</b>	<b>\$ 1,742</b>	<b>\$ 6,500</b>	<b>\$ 5,500</b>	<b>\$ 8,500</b>
<b>CONTRACTUAL SERVICES</b>						
07-11-5-501	Communications	\$ 2,059	\$ 2,484	\$ 2,500	\$ 4,000	\$ 2,500
07-11-5-502	Professional Services	3,884	3,583	4,500	2,000	2,000
07-11-5-505	Credit Card Fees	-	-	-	12,600	18,500
07-11-5-510	Insurance & Licensing	-	-	-	-	6,000
07-11-5-515	Concerts in the Square Park	-	-	-	-	5,000
07-11-5-520	Ticketing Service Fees	-	-	-	-	23,000
07-11-5-525	Programming Fund	51,224	100,927	120,000	122,000	120,000
07-11-5-526	Programming Fund-Advertising	15,765	17,523	20,000	20,000	20,000
07-11-5-537	Printing Services	6,638	4,419	6,000	6,500	7,000
07-11-5-550	Service to Maintain Building	48,648	58,867	40,000	57,000	50,000
07-11-5-552	Service to Maintain Equipment	2,784	1,419	3,000	1,500	3,000
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 131,002</b>	<b>\$ 189,222</b>	<b>\$ 196,000</b>	<b>\$ 225,600</b>	<b>\$ 257,000</b>
<b>COMMODITIES</b>						
07-11-6-601	Postage	\$ 4,364	\$ 1,967	\$ 4,000	\$ 4,500	\$ 4,500
07-11-6-602	Gas & Oil	162	120	300	200	300
07-11-6-603	Fuel-Heating	10	335	-	700	-
07-11-6-606	Supplies	2,311	2,233	3,000	3,000	5,000
07-11-6-607	Receptions (Entertainment)	924	1,250	1,500	1,500	1,500
07-11-6-609	City Choir	-	-	-	-	4,500
07-11-6-611	Concession Supplies	-	-	-	-	30,000
07-11-6-613	Water and Sewer	1,152	1,295	1,300	1,700	1,700
07-11-6-620	Material to Maintain Building	7,478	7,050	8,000	7,000	7,500
07-11-6-621	Material to Maintain Equipment	1,072	1,695	1,500	1,500	1,500
07-11-6-622	Material to Maintain Vehicles	59	85	300	100	300
	<b>TOTAL COMMODITIES</b>	<b>\$ 17,532</b>	<b>\$ 16,030</b>	<b>\$ 19,900</b>	<b>\$ 20,200</b>	<b>\$ 56,800</b>

**Performing Arts Fund-Expenses (Continued)**

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
<b>CAPITAL OUTLAY</b>						
07-11-7-701	Building	\$ 1,943	\$ 2,743	\$ 10,000	\$ 30,000	\$ 10,000
07-11-7-720	Equipment	10,479	29,900	12,000	10,500	10,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 12,422</b>	<b>\$ 32,643</b>	<b>\$ 22,000</b>	<b>\$ 40,500</b>	<b>\$ 20,000</b>
<b>TOTAL OPERA HOUSE DEPARTMENT EXPENSES</b>		<b>\$ 702,763</b>	<b>\$ 681,863</b>	<b>\$ 718,100</b>	<b>\$ 742,500</b>	<b>\$ 888,500</b>
<b>MUNICIPAL BAND</b>						
<b>SALARIES</b>						
07-12-3-437	Band Members	\$ 15,006	\$ 16,532	\$ 18,000	\$ 16,300	\$ -
	<b>TOTAL SALARIES</b>	<b>\$ 15,006</b>	<b>\$ 16,532</b>	<b>\$ 18,000</b>	<b>\$ 16,300</b>	<b>\$ -</b>
<b>CONTRACTUAL SERVICES</b>						
07-12-5-552	Service to Maintain Equipment	\$ -	\$ 758	\$ 1,000	\$ 500	\$ -
07-12-5-607	Other Concerts	3,200	3,650	10,000	6,400	-
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 3,200</b>	<b>\$ 4,408</b>	<b>\$ 11,000</b>	<b>\$ 6,900</b>	<b>\$ -</b>
<b>COMMODITIES</b>						
07-12-6-606	Supplies	\$ 2,451	\$ 1,495	\$ 2,000	\$ 1,700	\$ -
07-12-6-607	City Choir	-	4,400	4,500	4,500	-
	<b>TOTAL COMMODITIES</b>	<b>\$ 2,451</b>	<b>\$ 5,895</b>	<b>\$ 6,500</b>	<b>\$ 6,200</b>	<b>\$ -</b>
<b>TOTAL MUNICIPAL BAND EXPENSES</b>		<b>\$ 20,657</b>	<b>\$ 26,835</b>	<b>\$ 35,500</b>	<b>\$ 29,400</b>	<b>\$ -</b>
<b>CAFÉ</b>						
<b>SALARIES</b>						
07-13-3-441	Café Staff	\$ 9,528	\$ 9,444	\$ 14,000	\$ 14,000	\$ -
	<b>TOTAL SALARIES</b>	<b>\$ 9,528</b>	<b>\$ 9,444</b>	<b>\$ 14,000</b>	<b>\$ 14,000</b>	<b>\$ -</b>
<b>CONTRACTUAL SERVICES</b>						
07-13-5-504	Insurance & Licensing	\$ 1,480	\$ 2,349	\$ 2,500	\$ 2,400	\$ -
07-13-5-552	Service to Maintain Café	665	177	1,000	500	-
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 2,145</b>	<b>\$ 2,526</b>	<b>\$ 3,500</b>	<b>\$ 2,900</b>	<b>\$ -</b>
<b>COMMODITIES</b>						
07-13-6-606	Supplies	\$ 14,094	\$ 16,743	\$ 18,000	\$ 20,000	\$ -
	<b>TOTAL COMMODITIES</b>	<b>\$ 14,094</b>	<b>\$ 16,743</b>	<b>\$ 18,000</b>	<b>\$ 20,000</b>	<b>\$ -</b>
<b>CAPITAL OUTLAY</b>						
07-13-7-720	Equipment	\$ 1,113	\$ 1,488	\$ 1,000	\$ 700	\$ -
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 1,113</b>	<b>\$ 1,488</b>	<b>\$ 1,000</b>	<b>\$ 700</b>	<b>\$ -</b>
<b>TOTAL CAFE EXPENSES</b>		<b>\$ 26,880</b>	<b>\$ 30,201</b>	<b>\$ 36,500</b>	<b>\$ 37,600</b>	<b>\$ -</b>

## Opera House Line Item Descriptions - Revenues

### 07-00-1-311 Property Tax \$ 160,000

FY17/18 Actual:	\$ 159,586	FY18/19 Actual:	\$ 159,285
FY19/20 Budget:	\$ 160,000	FY19/20 Projected:	\$ 159,700
Budget to Proposed	0.0%	Projected to Proposed	0.2% <span style="color: green;">△</span>

This line item represents the expected property tax receipts for the Performing Arts Fund.

### 07-00-2-330 Gifts, Gratuities, and Donations \$ 10,000

FY17/18 Actual:	\$ 24,428	FY18/19 Actual:	\$ 18,346
FY19/20 Budget:	\$ 5,000	FY19/20 Projected:	\$ 21,500
Budget to Proposed	100.0% <span style="color: green;">△</span>	Projected to Proposed	-53.5% <span style="color: red;">▽</span>

This line item represents monetary gifts/donations from private individuals, corporations, and tour groups, as well as additional grants/endowments and gratuities.

Several donations made this year were used to offset the costs of materials purchased in lines 07-11-7-720 (Equipment) & 07-11-7-701 (Building). Funds received in FY19/20 include donations made by the following organizations/individuals:

- Woodstock Musical Theatre Company \$12,000
- Woodstock Fine Arts Association \$5,000
- Judith Svalander Dance Theater \$1,500
- Friends of the Opera House \$1,000

### 07-00-2-360 Facility Rental \$ 90,000

FY17/18 Actual:	\$ 77,472	FY18/19 Actual:	\$ 80,189
FY19/20 Budget:	\$ 80,000	FY19/20 Projected:	\$ 75,000
Budget to Proposed	12.5% <span style="color: green;">△</span>	Projected to Proposed	20.0% <span style="color: green;">△</span>

This line item includes all rental income from events or activities scheduled for the main-stage, Stage Left Café, community room/library or backstage areas.

The request for FY20/21 includes anticipated income previously recorded in line 07-13-2-360 (Café Rental) which has been merged into this account as part of the City's shift in reporting to provide a more consolidated budgeting process.

**07-00-2-365 Materials and Services** **\$ 50,000**

FY17/18 Actual:	\$ 34,237	FY18/19 Actual:	\$ 45,892
FY19/20 Budget:	\$ 50,000	FY19/20 Projected:	\$ 46,000
Budget to Proposed	0.0%	Projected to Proposed	8.7% <span style="color: green;">△</span>

This line item represents the recapture of costs from technical labor and commodities provided to various organizations using the Opera House, Stage Left Café, and Park in the Square. Income recaptured in this manner is used to offset the cost of part-time, limited-part-time and seasonal-part-time labor.

**07-00-2-366 Program Revenues** **\$ 110,000**

FY17/18 Actual:	\$ 52,806	FY18/19 Actual:	\$ 87,362
FY19/20 Budget:	\$ 110,000	FY19/20 Projected:	\$ 112,000
Budget to Proposed	0.0%	Projected to Proposed	-1.8% <span style="color: red;">▽</span>

This line item includes income generated by programs produced directly by the Woodstock Opera House. These funds specifically offset expenses incurred by account 07-11-5-525, Programming Fund.

**07-00-2-367 Ticket Office Services** **\$ 60,000**

FY17/18 Actual:	\$ 8,250	FY18/19 Actual:	\$ 10,600
FY19/20 Budget:	\$ 12,000	FY19/20 Projected:	\$ 20,000
Budget to Proposed	400.0% <span style="color: green;">△</span>	Projected to Proposed	200.0% <span style="color: green;">△</span>

This line item includes income generated by ticket fees charged in conjunction with ticket sales as well as a box office labor fee that is applied to each ticketed event at the Woodstock Opera House and Stage Left Café.

The scheduled increase for the FY19/20 projection and FY20/21 request is the direct result of switching to a new ticketing program. The negotiated terms under the new ticketing contract will see an added revenue stream in the form of a \$2.00 per ticket surcharge, a portion of which will be used to offset expenses incurred by account 07-11-5-520 (Ticketing Service Fees).

**07-00-2-368 Credit Card Revenue** **\$ 25,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 17,000
Budget to Proposed	N/A	Projected to Proposed	47.1% <span style="color: green;">△</span>

This line item represents income realized from the 3.5% fee deducted from all credit card sales for ticketed events at the Woodstock Opera House. Income recaptured in this manner is used to offset the cost of fees charged by our credit card Merchant Services Provider reflected in line 07-11-5-505 (Credit Card Fees).

**07-00-5-380 Miscellaneous Income \$ 12,500**

FY17/18 Actual:	\$ 16,066	FY18/19 Actual:	\$ 19,570
FY19/20 Budget:	\$ 18,000	FY19/20 Projected:	\$ 21,400
Budget to Proposed	-30.6% ▽	Projected to Proposed	-41.6% ▽

This account reflects income derived from sources not covered by other line-items such as vending machines; piano fees; equipment fees, concession tips; and a \$200 advertising fee charged to non-Opera House produced main-stage ticketed events. The projection for FY19/20 includes insurance claim reimbursements from the lightning strike that hit the Opera House bell tower in September 2019. The insurance funds offset costs included in line item #07-11-7-701 (Building).

The reduction in the request for FY20/21 reflects the elimination of a per order \$2.00 handling fee at our box office.

**07-00-5-390 Concession Sales \$ 75,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item represents income realized from the sale of items at Opera House concession locations. This includes snack items, alcoholic beverages, non-alcoholic beverages, bottled water, souvenirs, etc.

This account was previously part of a separate Stage Left Cafe Budget, but has been moved into the Opera House FY20/21 budget as part of the City's shift in reporting to provide a more consolidated budgeting process.

**07-00-9-392 Transfer from General Corporate Fund \$ 320,900**

FY17/18 Actual:	\$ 388,753	FY18/19 Actual:	\$ 288,269
FY19/20 Budget:	\$ 320,000	FY19/20 Projected:	\$ 301,700
Budget to Proposed	0.3% △	Projected to Proposed	6.4% △

This account represents the amount of the subsidy from the General Fund needed to operate the facility beyond the revenues generated by the other revenue line items.

**07-00-9-393 Transfer from Hotel/Motel Tax Fund \$ 40,000**

FY17/18 Actual:	\$ 30,000	FY18/19 Actual:	\$ 30,000
FY19/20 Budget:	\$ 40,000	FY19/20 Projected:	\$ 40,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This account represents funds distributed by the City of Woodstock from the hotel/motel tax.

**07-00-9-889 Transfer to Employee Insurance Fund (\$ 64,900)**

FY17/18 Actual:	(\$ 81,618)	FY18/19 Actual:	(\$ 75,064)
FY19/20 Budget:	(\$ 73,600)	FY19/20 Projected:	(\$ 69,300)
Budget to Proposed	-11.8% ▽	Projected to Proposed	-6.3% ▽

This line represents the transfer of funds from the Performing Arts Fund to the Employees Insurance Fund.

**Stage Left Cafe Line Item Descriptions - Revenues**

**07-13-2-330 Concessions \$ 0**

FY17/18 Actual:	\$ 39,561	FY18/19 Actual:	\$ 43,811
FY19/20 Budget:	\$ 50,000	FY19/20 Projected:	\$ 50,000
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

This line item represents income realized from the sale of items at the Stage Left Café concession counter. This includes snack items, coffee, tea, wine, beer, soda, juice, bottled water, souvenirs, etc.

For FY20/21 this account line has been moved into the Opera House budget as part of the City's shift in reporting to provide a more consolidated budgeting process.

**07-13-2-360 Café Rental \$ 0**

FY17/18 Actual:	\$ 8,856	FY18/19 Actual:	\$ 13,878
FY19/20 Budget:	\$ 14,000	FY19/20 Projected:	\$ 10,000
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

This line item includes the projected income from rental of the Café. Rentals include receptions, parties, banquets, meetings, special events and live performances.

For FY20/21 this account line has been merged into the Opera House budget line 07-00-2-360 (Facility Rental) as part of the City's shift in reporting to provide a more consolidated budgeting process.

**07-13-2-365 Labor Reimbursement \$ 0**

FY17/18 Actual:	\$ 351	FY18/19 Actual:	\$ 128
FY19/20 Budget:	\$ 200	FY19/20 Projected:	\$ 0
Budget to Proposed	-100.0% ▽	Projected to Proposed	N/A

This line item represents the recapture of costs for additional labor, above the normal level provided, as billed out for Café rentals and activities.

For FY20/21 this account line has been merged into the Opera House budget line 07-00-2-365 (Materials and Services) as part of the City's shift in reporting to provide a more consolidated budgeting process.

**07-13-2-380 Tip Donations****\$ 0**

FY17/18 Actual:	\$ 4,052	FY18/19 Actual:	\$ 4,134
FY19/20 Budget:	\$ 4,500	FY19/20 Projected:	\$ 4,500
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

This line item represents tips patrons leave at the Stage Left Café and is deposited in the form of a donation to the Woodstock Opera House/Stage Left Cafe.

For FY20/21 this account line has been merged into the Opera House budget line 07-00-5-380 (Miscellaneous Income) as part of the City's shift in reporting to provide a more consolidated budgeting process.

**Opera House Line Item Descriptions - Expenses****07-11-3-402 Director****\$ 0**

FY17/18 Actual:	\$ 164,836	FY18/19 Actual:	\$ 61,466
FY19/20 Budget:	\$ 94,100	FY19/20 Projected:	\$ 93,300
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

The annual salary of the Director, who is the head administrator for this Department, is funded by this account.

In March 2018 former Director John Scharres retired. Daniel Campbell assumed the role of Interim Director until being hired full time as the Director in July 2018.

Beginning in FY20/21, the Director's salary will be included in line 07-11-3-425 (Full Time Staff). This is consistent with the City's shift in reporting, to more accurately reflect staffing as Full Time, Part Time, or Limited Part Time.

**07-11-3-403 Production Manager****\$ 0**

FY17/18 Actual:	\$ 66,424	FY18/19 Actual:	\$ 68,447
FY19/20 Budget:	\$ 70,200	FY19/20 Projected:	\$ 70,200
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

The annual salary of the Production Manager, who provides technical supervision for all Opera House events, is funded by this account.

Beginning in FY20/21, the Production Manager's salary will be included in line 07-11-3-425 (Full Time Staff). This is consistent with the City's shift in reporting, to more accurately reflect staffing as Full Time, Part Time, or Limited Part Time.

**07-11-3-404 Building Manager** **\$ 0**

FY17/18 Actual:	\$ 87,151	FY18/19 Actual:	\$ 89,065
FY19/20 Budget:	\$ 37,200	FY19/20 Projected:	\$ 38,800
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

The annual salary of the Building Manager, who provides and oversees all building maintenance, restoration and environmental services, is funded by this account.

With the retirement of Mark Greenleaf in June of 2019, this position has been eliminated, with the bulk of the responsibilities transferred to a new Building Maintenance Foreman under the management of the Public Works Department.

**07-11-3-407 Front of House Manager** **\$ 0**

FY17/18 Actual:	\$ 66,722	FY18/19 Actual:	\$ 57,241
FY19/20 Budget:	\$ 60,400	FY19/20 Projected:	\$ 60,200
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

The annual salary of the Front of House Manager, who oversees all front-of-house operations including the Box Office, Stage Left Café and House Management. This account was formerly titled Box Office Manager, but was renamed in FY19/20 to cover the annual salary of the new Front of House Manager position.

Beginning in FY20/21, the Front of House Manager’s salary will be included in line 07-11-3-425 (Full Time Staff). This is consistent with the City’s shift in reporting, to more accurately reflect staffing as Full Time, Part Time, or Limited Part Time.

**07-11-3-413 Office Manager** **\$ 0**

FY17/18 Actual:	\$ 18,280	FY18/19 Actual:	\$ 18,824
FY19/20 Budget:	\$ 19,600	FY19/20 Projected:	\$ 19,400
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

This account covers a full-time shared Business Office Manager.

Beginning in FY20/21, the Office Manager’s salary will be included in line 07-11-3-425 (Full-Time Staff). This is consistent with the City’s shift in reporting, to more accurately reflect staffing as Full Time, Part Time, or Limited Part Time.

**07-11-3-425 Full-Time Staff** **\$ 261,100**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Beginning FY20/21, this line includes annual salary totals for all full-time staff, including the Director, Production Manager, Front of House Manager and the Shared Office Assistant. This is consistent with the City’s shift in reporting to more accurately reflect staffing in three areas: Full Time, Part Time, and Limited Part Time. This amount is consistent with the City’s Compensation Plan for non-

unionized positions and incorporates any “bring to minimum” pay increases as well as an opportunity for a merit pay increase based on the City’s approved merit program.

**07-11-3-436 Marketing Assistant \$ 0**

FY17/18 Actual:	\$ 31,660	FY18/19 Actual:	\$ 31,893
FY19/20 Budget:	\$ 26,000	FY19/20 Projected:	\$ 23,700
Budget to Proposed	-100.0% ▾	Projected to Proposed	-100.0% ▾

This account covers a part-time Marketing Assistant.

Beginning in FY20/21, the Marketing Assistant’s salary will be included in line 07-11-3-439 (Part Time Staff). This is consistent with the City’s shift in reporting, to more accurately reflect staffing as Full Time, Part Time, or Limited Part Time.

**07-11-3-437 Box Office Workers \$ 0**

FY17/18 Actual:	\$ 22,341	FY18/19 Actual:	\$ 24,075
FY19/20 Budget:	\$ 33,800	FY19/20 Projected:	\$ 41,000
Budget to Proposed	-100.0% ▾	Projected to Proposed	-100.0% ▾

This account covers limited part-time Box Office Workers who are responsible for ticket sales with wages identified in the Wage and Classification Plan. A portion of the expenditures from this line item are offset through a \$75.00 fee applied to each ticketed performance, which is deposited in revenue line 07-00-2-367 (Ticket Office Services).

The overage in the projection for FY19/20 primarily reflects increased costs for new hires, additional programming, and training time for the implementation of the new box office ticketing software.

Beginning in FY20/21, the Box Office Workers’ salaries will be included in line 07-11-3-442 (Limited Part-Time Staff). This is consistent with the City’s shift in reporting, to more accurately reflect staffing as Full Time, Part Time, or Limited Part Time.

**07-11-3-439 Part-Time Staff \$ 79,600**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Beginning in FY20/21, this line includes payroll for all part-time staff, including an Office Assistant, a Marketing Assistant and a Facility Maintenance Worker II position. This amount is consistent with the City’s Compensation Plan for non-unionized positions and incorporates any “bring to minimum” pay increases as well as an opportunity for a merit pay increase based on the City’s approved merit program.

**07-11-3-441 Facility and Event Workers** **\$ 0**

FY17/18 Actual:	\$ 39,877	FY18/19 Actual:	\$ 49,647
FY19/20 Budget:	\$ 66,100	FY19/20 Projected:	\$ 65,500
Budget to Proposed	-100.0% ▾	Projected to Proposed	-100.0% ▾

This account covers limited part-time workers and House Managers who are responsible for the general duties required to execute events. A portion of the expenditures from this line item are recaptured through a labor charge applied to renters of the facility and deposited in the revenue line 07-00-2-365 (Materials and Services).

Beginning in FY20/21, the Facility and Event Workers' salaries will be included in line 07-11-3-442 (Limited Part Time Staff). This is consistent with the City's shift in reporting, to more accurately reflect staffing as Full Time, Part Time, or Limited Part Time.

**07-11-3-442 Limited Part-Time Staff** **\$ 155,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Beginning in FY20/21, this line includes payroll for all limited-part-time staff, including Technical Assistants, Front of House Attendants, Events Workers and a newly-established Volunteer Coordinator position. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates any "bring to minimum" pay increases as well as an opportunity for a merit pay increase based on the City's approved merit program.

**07-11-3-443 Seasonal Part-Time Staff** **\$ 5,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Beginning in FY20/21, this line includes payroll for all seasonal-part-time staff. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates any "bring to minimum" pay increases as well as an opportunity for a merit pay increase based on the City's approved merit program.

**07-11-3-444 City Band Members** **\$ 18,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line represents the musician fees for the annual City Band concert series in the Square Park. It pays for the services of approximately 55 musicians, Conductors and guest artists, for eight (8) consecutive concerts plus rehearsals.

This account was previously part of a separate City Band Budget, but has been incorporated into the Opera House FY20/21 budget as part of the City's shift in reporting to provide a more consolidated budgeting process.

**07-11-3-446 Production Assistant \$ 0**

FY17/18 Actual:	\$ 38,281	FY18/19 Actual:	\$ 39,520
FY19/20 Budget:	\$ 40,200	FY19/20 Projected:	\$ 25,000
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

The annual salary for the Production Assistant, who provides general and technical supervision and support for Opera House events.

In order to better address the staffing needs for the Woodstock Opera House, this position will be eliminated in FY20/21, and replaced with two limited-part-time technical assistant positions whose salaries will be included in line 07-11-3-442 (Limited Part-Time Staff). This is consistent with the City's shift in reporting, to more accurately reflect staffing as Full Time, Part Time, or Limited Part Time.

**07-11-3-447 Incentive Performance Pay Plan \$ 25,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 25,000	FY19/20 Projected:	\$ 12,500
Budget to Proposed	0.0%	Projected to Proposed	100.0% △

This line item provides funding for the Incentive Performance Pay Plan enacted by Council in FY18/19 and offers an incentive opportunity to the Opera House Director and select staff based on achieving performance measures/standards established by the Office of the City Manager.

**07-11-3-445 Overtime \$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item accounts for the overtime needed in the Opera House.

**07-11-3-451 Sick Leave Conversion \$ 2,500**

FY17/18 Actual:	\$ 4,784	FY18/19 Actual:	\$ 2,048
FY19/20 Budget:	\$ 1,100	FY19/20 Projected:	\$ 1,100
Budget to Proposed	127.3% △	Projected to Proposed	127.3% △

This line covers payment to employees for unused sick leave accumulated in excess of a maximum of 800 hours (100 days) of sick leave with any amount over this paid at 50%, but applied to employee health insurance contributions.

**07-11-4-452 Travel & Training** **\$ 4,500**

FY17/18 Actual:	\$ 126	FY18/19 Actual:	\$ 865
FY19/20 Budget:	\$ 4,500	FY19/20 Projected:	\$ 4,000
Budget to Proposed	0.0%	Projected to Proposed	12.5% <span style="color: red;">△</span>

This line accounts for all travel and registration expenses for employee attendance at professional industry conferences in addition to costs for educational materials, coursework, and seminars for training of staff.

**07-11-4-453 Uniforms** **\$ 2,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This account provides funding to purchase monogrammed uniform clothing so that patrons and users of the facility can easily identify staff members while maintaining an appropriate professional image.

**07-11-4-454 Dues & Subscriptions** **\$ 2,000**

FY17/18 Actual:	\$ 1,325	FY18/19 Actual:	\$ 877
FY19/20 Budget:	\$ 2,000	FY19/20 Projected:	\$ 1,500
Budget to Proposed	0.0%	Projected to Proposed	33.3% <span style="color: red;">△</span>

This account covers the membership, and subscriptions for the following: League of Historic American Theatres, Association of Performing Arts Presenters, The National Trust, Arts Midwest, Pollstar, newspaper subscriptions, etc.

**07-11-5-501 Communications** **\$ 2,500**

FY17/18 Actual:	\$ 2,059	FY18/19 Actual:	\$ 2,484
FY19/20 Budget:	\$ 2,500	FY19/20 Projected:	\$ 4,000
Budget to Proposed	0.0%	Projected to Proposed	-37.5% <span style="color: green;">▽</span>

This line item covers telephone expenses for local and long-distance services, and includes the fax line, emergency elevator phones, fire alarm system and the Sonitrol security system maintenance.

**07-11-5-502 Professional Services** **\$ 2,000**

FY17/18 Actual:	\$ 3,884	FY18/19 Actual:	\$ 3,583
FY19/20 Budget:	\$ 4,500	FY19/20 Projected:	\$ 2,000
Budget to Proposed	-55.6% <span style="color: green;">▽</span>	Projected to Proposed	0.0%

This line item covers the costs for the design of marketing materials, professional mailing services, consulting services, and when required, attorney fees.

The reduction in the request for this line is a direct result of cost savings realized through the hiring of a Marketing Assistant, which has allowed for design services for marketing materials to be conducted in-house.

**07-11-5-505 Credit Card Fees** **\$ 18,500**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 12,600
Budget to Proposed	N/A	Projected to Proposed	46.8% <span style="color: red;">△</span>

This line item covers the cost of fees charged by our credit card Merchant Services Provider and Gateway providers for all credit card sales. Costs for this line are offset by income collected in line 07-00-2-368 (Credit Card Revenue).

**07-11-5-510 Insurance & Licensing** **\$ 6,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item covers the anticipated annual cost of Liquor Liability Insurance, Liquor License and Food Service Licensing, and software licenses for Adobe Publisher and GATHER event-booking software.

**07-11-5-515 Concerts in the Square Park** **\$ 5,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item represents funds used to present additional live concerts and recorded music in the Park in the Square.

**07-11-5-520 Ticketing Service Fees** **\$ 23,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item covers the per ticket fees charged by the current Opera House ticketing software provider ETIX. Expenditures from this line item are recaptured through a \$2.00 per ticket fee applied to all ticket sales and deposited in the revenue line 07-00-2-367 (Ticket Office Services).

**07-11-5-525 Programming Fund** **\$ 120,000**

FY17/18 Actual:	\$ 51,224	FY18/19 Actual:	\$ 100,927
FY19/20 Budget:	\$ 120,000	FY19/20 Projected:	\$ 122,000
Budget to Proposed	0.0%	Projected to Proposed	-1.6% <span style="color: green;">▽</span>

This line item is used to fund performances produced directly by the Woodstock Opera House. It covers performance fees, travel and hotel accommodations, specialty lighting, set/sound requirements, and catering. These expenditures are offset by revenues deposited into account 07-00-2-366 (Program Revenues).

Requested funding for FY20/21 is based on the following anticipated costs:

• Performance Fees	\$ 105,000
• Hotel Accommodations	\$ 8,000
• Travel Expenses - Ground & Air	\$ 2,500
• Hospitality - Food & Beverages	\$ 4,500

**07-11-5-526 Programming Fund - Advertising \$ 20,000**

FY17/18 Actual:	\$ 15,765	FY18/19 Actual:	\$ 17,523
FY19/20 Budget:	\$ 20,000	FY19/20 Projected:	\$ 20,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item funds advertising for Opera House events in conjunction with publicity and marketing for the building and other ancillary programs. Costs include, directory ads, magazines, newspapers, radio, social media, and other media publications.

Requested funding for FY20/21 is based on the following anticipated costs:

• Print Media Publications (newspapers, directories etc.)	\$ 10,000
• Social Media Ads	\$ 5,000
• Radio Ads	\$ 4,000
• Other	\$ 1,000

**07-11-5-537 Printing Services \$ 7,000**

FY17/18 Actual:	\$ 6,638	FY18/19 Actual:	\$ 4,419
FY19/20 Budget:	\$ 6,000	FY19/20 Projected:	\$ 6,500
Budget to Proposed	16.7% <span style="color: red;">△</span>	Projected to Proposed	7.7% <span style="color: red;">△</span>

This line item covers the expense of printing custom envelopes, letterhead, box office custom ticket stock, brochures and other printed promotional materials (i.e., posters, post cards, flyers, programs, etc.)

**07-11-5-550 Service to Maintain Building \$ 50,000**

FY17/18 Actual:	\$ 48,648	FY18/19 Actual:	\$ 58,867
FY19/20 Budget:	\$ 40,000	FY19/20 Projected:	\$ 57,000
Budget to Proposed	25.0% <span style="color: red;">△</span>	Projected to Proposed	-12.3% <span style="color: green;">▽</span>

This line item includes professional services for mandated certifications and testing of building systems, as well as cleaning and maintenance work beyond that performed by the Opera House staff. The projected overage for FY19/20 is the result of unexpected, but necessary, repairs made to the Opera House boiler system and three of the HVAC rooftop heating units. In addition, there was an outstanding invoice related to repairs made to the Opera House freight elevator dating back to December of 2018 which was reconciled in this current budget year. Requested funding for this line has been increased to reflect the actual annual costs averaged over the past three budget years.

Requested funding for FY20/21 is based on the following costs:

• Contract Cleaning Services	\$ 20,600
• Public Elevator (lobby)	\$ 5,000
• Service Elevator (stage door)	\$ 5,500
• Pest control services	\$ 600
• Elevator hydraulic test/inspector fee	\$ 800
• Sprinkler system testing	\$ 500
• Fire alarm system testing & certification	\$ 1,000
• HVAC services seasonal maintenance	\$ 5,000
• Emergency floodlights/signage inspection	\$ 1,400
• Fire Extinguisher Servicing	\$ 600
• Unscheduled expenditures	\$ 9,000

**07-11-5-552 Service to Maintain Equipment \$ 3,000**

FY17/18 Actual:	\$ 2,784	FY18/19 Actual:	\$ 1,419
FY19/20 Budget:	\$ 3,000	FY19/20 Projected:	\$ 1,500
Budget to Proposed	0.0%	Projected to Proposed	100.0% <span style="color: red;">△</span>

This line item covers costs of hiring professional services to repair, maintain or replace theatrical lighting/sound, scene shop, piano, radio, concessions, and City Band equipment.

The request for FY20/21 includes expenses previously recorded in line 07-12-3-437 (Services to Maintain Equipment City Band) and line 07-13-5-552 (Services to Maintain Equipment Cafe), which have been merged into this account as part of the City's shift in reporting to provide a more consolidated budgeting process.

**07-11-6-601 Postage \$ 4,500**

FY17/18 Actual:	\$ 4,364	FY18/19 Actual:	\$ 1,967
FY19/20 Budget:	\$ 4,000	FY19/20 Projected:	\$ 4,500
Budget to Proposed	12.5% <span style="color: red;">△</span>	Projected to Proposed	0.0%

This line item is used for the postage cost of mailing printed marketing materials and participation with City Hall for metered postage mailing. Costs for this line are offset by the use of the Friends of the Opera House non-profit bulk postal permit, which provides an estimated annual savings of approximately \$3,000.

**07-11-6-602 Gas & Oil \$ 300**

FY17/18 Actual:	\$ 162	FY18/19 Actual:	\$ 120
FY19/20 Budget:	\$ 300	FY19/20 Projected:	\$ 200
Budget to Proposed	0.0%	Projected to Proposed	50.0% <span style="color: red;">△</span>

This fund is used to pay for the gas and oil needed to operate the City of Woodstock's passenger van. The request is based on anticipated vehicle usage and utility cost projections.

**07-11-6-603 Fuel – Heating** **\$ 0**

FY17/18 Actual:	\$ 10	FY18/19 Actual:	\$ 335
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 700
Budget to Proposed	N/A	Projected to Proposed	-100.0% ▽

This line item is used to cover the cost of natural gas from NICOR if the City’s usage exceeds the therms allocated, based on the franchise agreement. The request for FY20/21 anticipates not exceeding our allocated therms under the franchise agreement.

**07-11-6-606 Supplies** **\$ 5,000**

FY17/18 Actual:	\$ 2,311	FY18/19 Actual:	\$ 2,233
FY19/20 Budget:	\$ 3,000	FY19/20 Projected:	\$ 3,000
Budget to Proposed	66.7% △	Projected to Proposed	66.7% △

This line is used for purchasing office supplies, furniture and equipment necessary for the function of the administrative office, box office and regular business operations.

The request for FY20/21 includes expenses previously recorded in line 07-12-6-606 (Supplies City Band), which has been merged into this account as part of the City’s shift in reporting to provide a more consolidated budgeting process.

**07-11-6-607 Receptions (Entertainment)** **\$ 1,500**

FY17/18 Actual:	\$ 924	FY18/19 Actual:	\$ 1,250
FY19/20 Budget:	\$ 1,500	FY19/20 Projected:	\$ 1,500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item is used to cover the costs of food, beverages and entertainment for hospitality and receptions of various events at the Opera House.

**07-11-6-609 City Choir** **\$ 4,500**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item provides funding for performances with the Woodstock Community Choir at the Opera House and covers the costs of performance fees, labor, rehearsals, and material goods.

This account was previously part of a separate City Band Budget, but has been moved into the Opera House FY20/21 budget as part of the City’s shift in reporting to provide a more consolidated budgeting process.

**07-11-6-611 Concessions Supplies** **\$ 30,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item covers the wholesale acquisition of all consumable concession items sold in the Opera House such as alcoholic & non-alcoholic beverages, prepackaged food items and disposable napkins, plates, coffee cups, etc., as well as the monthly fees for the point-of-sale register software.

This account was previously part of a separate Stage Left Cafe Budget, but has been moved into the Opera House FY20/21 budget as part of the City's shift in reporting to provide a more consolidated budgeting process.

**07-11-6-613 Water and Sewer** **\$ 1,700**

FY17/18 Actual:	\$ 1,152	FY18/19 Actual:	\$ 1,295
FY19/20 Budget:	\$ 1,300	FY19/20 Projected:	\$ 1,700
Budget to Proposed	30.8% <span style="color: red;">△</span>	Projected to Proposed	0.0%

This line item covers the cost of water and sewer usage by the Opera House. Consumption and costs are directly related to program activity and attendance.

**07-11-6-620 Material to Maintain Building** **\$ 7,500**

FY17/18 Actual:	\$ 7,478	FY18/19 Actual:	\$ 7,050
FY19/20 Budget:	\$ 8,000	FY19/20 Projected:	\$ 7,000
Budget to Proposed	-6.3% <span style="color: green;">▽</span>	Projected to Proposed	7.1% <span style="color: red;">△</span>

This line item covers the cost of consumable products such as paper goods, cleaning supplies, hardware, paint, lumber and any other materials needed for repairs and maintenance of the Opera House building.

**07-11-6-621 Material to Maintain Equipment** **\$ 1,500**

FY17/18 Actual:	\$ 1,072	FY18/19 Actual:	\$ 1,695
FY19/20 Budget:	\$ 1,500	FY19/20 Projected:	\$ 1,500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item covers the cost of parts and materials for general repair/maintenance of Opera House technical equipment.

**07-11-6-622 Material to Maintain Vehicles** **\$ 300**

FY17/18 Actual:	\$ 59	FY18/19 Actual:	\$ 85
FY19/20 Budget:	\$ 300	FY19/20 Projected:	\$ 100
Budget to Proposed	0.0%	Projected to Proposed	200.0% <span style="color: red;">△</span>

This line item provides supplies and materials for maintenance/repairs to the City van.

**07-11-7-701 Building****\$ 10,000**

FY17/18 Actual:	\$ 1,943	FY18/19 Actual:	\$ 2,743
FY19/20 Budget:	\$ 10,000	FY19/20 Projected:	\$ 30,000
Budget to Proposed	0.0%	Projected to Proposed	-66.7% ▽

This account is used to provide funding for repair/renovation of the building, its equipment and systems, outside the scope of routine facilities work. Projects funded here generally exceed those of day-to-day maintenance, but are not extensive or costly enough to be considered for the City's Capital Improvement Program.

The projected overage is the result of billings from the lightning strike to the Opera House tower in September 2019, which was applied to this account. The expenses will be offset by insurance claim reimbursements included in line item #07-00-5-380 (Miscellaneous Income). There are also two projects, creation of a second concession area and acoustical tiles added to the community room ceiling, included in the projection, whose funding was offset by \$17,000 in donations made and recorded in line 07-00-1-311 (Gifts, Gratuities and Donations).

Proposed building funding for FY20/21 includes:

- Scene Shop Improvements \$ 1,500
- ADA automatic door opener for Stage Left Café \$ 1,500
- Updated assisted listening system for auditorium \$ 1,500
- Surveillance Security Cameras for facility \$ 5,500

**07-11-7-720 Equipment****\$ 10,000**

FY17/18 Actual:	\$ 10,479	FY18/19 Actual:	\$ 29,900
FY19/20 Budget:	\$ 12,000	FY19/20 Projected:	\$ 10,500
Budget to Proposed	-16.7% ▽	Projected to Proposed	-4.8% ▽

This account provides funds for the purchase of new equipment used to expand services or to replace older broken and/or outdated items.

Proposed equipment purchases for FY20/21 include:

- New Coffee Machine \$ 2,500
- Two (2) LED TV event displays for Café windows \$ 1,500
- Soft Goods for the mainstage (Legs, Borders & Cyc Traveler) \$4,000
- Sound Equipment \$2,000

## Municipal Band Line Item Descriptions - Expenses

### 07-12-3-437 City Band Members \$ 0

FY17/18 Actual:	\$ 15,006	FY18/19 Actual:	\$ 16,532
FY19/20 Budget:	\$ 18,000	FY19/20 Projected:	\$ 16,300
Budget to Proposed	-100.0% ▼	Projected to Proposed	-100.0% ▼

This line represents the musician fees for the annual City Band concert series in the Square Park. It pays for the services of approximately 55 musicians for eight (8) consecutive concerts plus rehearsals.

For FY20/21 this account line has been moved into the Opera House budget line 07-11-3-444 (City Band Members) as part of the City's shift in reporting to provide a more consolidated budgeting process.

### 07-12-5-552 Service to Maintain Equipment \$ 0

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 758
FY19/20 Budget:	\$ 1,000	FY19/20 Projected:	\$ 500
Budget to Proposed	-100.0% ▼	Projected to Proposed	-100.0% ▼

This line item is used to cover the cost of repairs for sound equipment, chairs and band-owned instruments.

For FY20/21 this account line has been merged into the Opera House budget line 07-11-5-552 (Services to Maintain Equipment) as part of the City's shift in reporting to provide a more consolidated budgeting process.

### 07-12-5-607 Other Concerts \$ 0

FY17/18 Actual:	\$ 3,200	FY18/19 Actual:	\$ 3,650
FY19/20 Budget:	\$ 10,000	FY19/20 Projected:	\$ 6,400
Budget to Proposed	-100.0% ▼	Projected to Proposed	-100.0% ▼

This line item represents funds used to present additional live summer concerts and recorded music in the Park in the Square.

For FY20/21 this account line has been moved into the Opera House budget line 07-11-5-515 (Concerts in the Square Park) as part of the City's shift in reporting to provide a more consolidated budgeting process.

### 07-12-6-606 Supplies \$ 0

FY17/18 Actual:	\$ 2,541	FY18/19 Actual:	\$ 1,495
FY19/20 Budget:	\$ 2,000	FY19/20 Projected:	\$ 1,700
Budget to Proposed	-100.0% ▼	Projected to Proposed	-100.0% ▼

This line item covers the costs of music arrangements, programs, decorations, and the purchase of custom tee-shirts for band members.

For FY20/21 this account line has been merged into the Opera House budget line 07-11-6-606 (Supplies) as part of the City's shift in reporting to provide a more consolidated budgeting process.

**07-12-6-607 City Choir \$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 4,400
FY19/20 Budget:	\$ 4,500	FY19/20 Projected:	\$ 4,500
Budget to Proposed	-100.0% ▼	Projected to Proposed	-100.0% ▼

This line item provides funding for performances with the Woodstock Community Choir at the Opera House and covers the costs of performance fees, labor, rehearsals, and material goods.

For FY20/21 this account line has been moved into the Opera House budget line 07-11-6-609 (City Choir) as part of the City's shift in reporting to provide a more consolidated budgeting process.

**Stage Left Cafe Line Item Descriptions - Expenses**

**07-13-3-441 Café Staff \$ 0**

FY17/18 Actual:	\$ 9,528	FY18/19 Actual:	\$ 9,444
FY19/20 Budget:	\$ 14,000	FY19/20 Projected:	\$ 14,000
Budget to Proposed	-100.0% ▼	Projected to Proposed	-100.0% ▼

This line item covers the estimated annual costs of limited part-time employees to work the Café service counter.

Beginning in FY20/21, the Café Staff's salaries will be included in line 07-11-3-442 (Limited Part-Time Staff). This is consistent with the City's shift in reporting, to more accurately reflect staffing as Full Time, Part Time, or Limited Part Time.

**07-13-5-504 Insurance & Licensing \$ 0**

FY17/18 Actual:	\$ 1,480	FY18/19 Actual:	\$ 2,349
FY19/20 Budget:	\$ 2,500	FY19/20 Projected:	\$ 2,400
Budget to Proposed	-100.0% ▼	Projected to Proposed	-100.0% ▼

This line item covers the anticipated annual cost of Liquor Liability Insurance, Liquor License and Food Service Licensing and software licenses for Adobe Publisher and GATHER event booking software.

For FY20/21 this account line has been moved into the Opera House budget line 07-11-5-510 (Insurance & Licensing) as part of the City's shift in reporting to provide a more consolidated budgeting process.

**07-13-5-552 Service to Maintain Café****\$ 0**

FY17/18 Actual:	\$ 665	FY18/19 Actual:	\$ 177
FY19/20 Budget:	\$ 1,000	FY19/20 Projected:	\$ 500
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

This line item covers the cost of maintaining Stage Left Café's equipment such as the refrigerators, icemaker, freezer, coffeemaker, other miscellaneous equipment and contract services for plumbers.

For FY20/21 this account line has been merged into the Opera House budget line 07-11-5-552 (Services to Maintain Equipment) as part of the City's shift in reporting to provide a more consolidated budgeting process.

**07-13-6-606 Supplies****\$ 0**

FY17/18 Actual:	\$ 14,094	FY18/19 Actual:	\$ 16,743
FY19/20 Budget:	\$ 18,000	FY19/20 Projected:	\$ 20,000
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

This includes the wholesale acquisition of all consumable items sold in the Café such as alcoholic & non-alcoholic beverages, prepackaged food items and disposable napkins, plates, coffee cups, etc., as well as the monthly fee for the point-of-sale register software.

For FY20/21 this account line has been moved into the Opera House budget line 07-11-6-611 (Concession Supplies) as part of the City's shift in reporting to provide a more consolidated budgeting process.

**07-13-7-720 Equipment****\$ 0**

FY17/18 Actual:	\$ 1,113	FY18/19 Actual:	\$ 1,488
FY19/20 Budget:	\$ 1,000	FY19/20 Projected:	\$ 700
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

This line item supports the purchase of new equipment for the Café. This line will vary from year-to-year based on the anticipated needs of the business.

For FY20/21 this account line has been merged into the Opera House budget line 07-11-7-720 (Equipment) as part of the City's shift in reporting to provide a more consolidated budgeting process.



Annual Budget  
FY20/21

# Library

## Library Fund

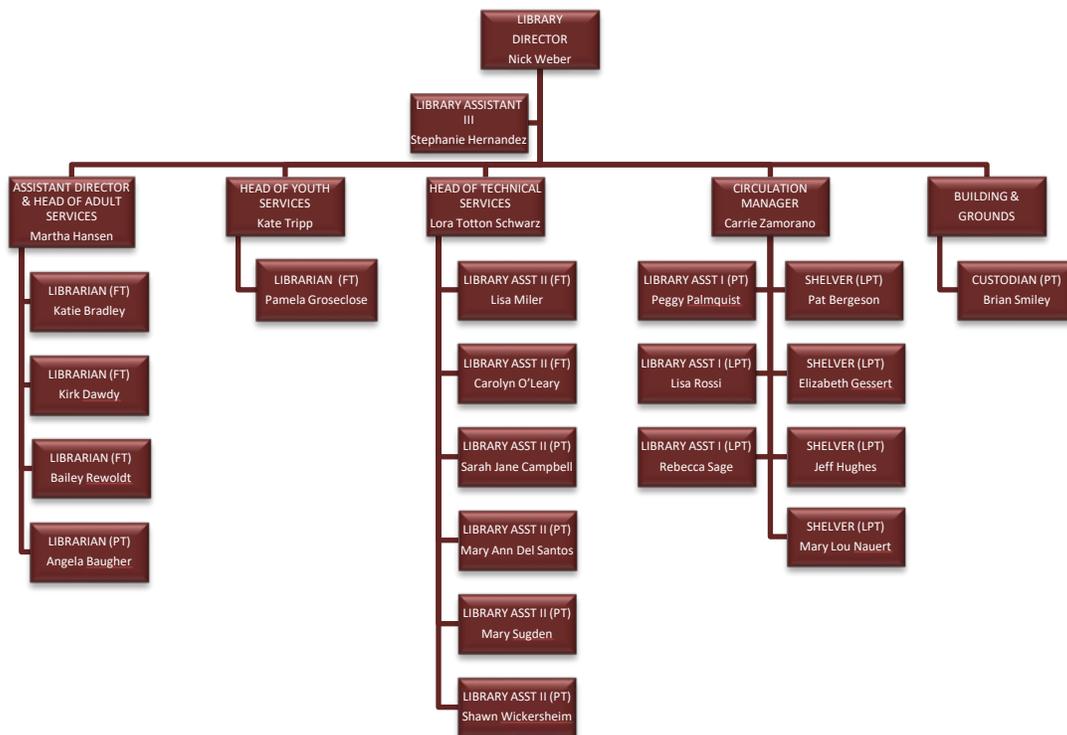
The Woodstock Public Library is a 43,000 SF facility that serves all of the City of Woodstock’s 25,000+ residents as well as nearly 13,000 additional patrons in the surrounding area. The building is open and staffed 62 hours a week, plus our growing collection of electronic and downloadable materials provides residents with access 24/7. With a Mission to help our patrons “Discover, Connect and Inspire,” we provide educational, informational, technological and entertainment assistance to nearly 200,000 visitors every year and to nearly 1,000,000 online visitors to our website.



While always supporting traditional library services such as book and DVD checkouts, the Woodstock Public Library is also a destination for those seeking new technologies and learning opportunities. Our programs cover a myriad of topics, from practical assistance with computers, homework and job hunting to book clubs, movie presentations, and specially-themed events throughout the year. Plus, we come to you! This year we held more events outside of our building than at any time in our history, with more community events planned for the future. This year the Library participated in Summer in the Park, the Lighting of the Square and the City’s Halloween activities—and the Library spearheaded the third annual Wizzarding World of Woodstock event.

With a changing, growing and diversifying population, the Library remains a critical resource and a centralized meeting place for all of our residents, old and young, rich and poor, sixth-generation resident or new arrival to Woodstock. All are welcome and all belong at the Woodstock Public Library.

### LIBRARY FUND – ORGANIZATIONAL CHART



<b>LIBRARY FUND – PERSONNEL SUMMARY</b>					
<b>AUTHORIZED POSITION/TITLE</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>	<b>+(-)</b>
Library Director – FT	1	1	1	1	0
Assistant Library Director/Head of Adult Services - FT	0	0	1	1	0
Head of Technical Services - FT	0	0	0	1	1
Head of Youth Services - FT	0	0	0	1	1
Librarian – FT	6	6	6	4	(2)
Librarian – PT	1	1	0.5	0.5	0
Librarian – LPT	0.5	0.5	0	0	0
Circulation Manager-FT	1	1	1	1	0
Reference Assistant - PT	0	0.5	0	0	0
Library Assistant II - FT	2	2	2	2	0
Library Assistant II - PT	2.5	2.5	2.5	2.0	(0.5)
Library Assistant I - PT	0	0	0	0.5	0.5
Library Assistant I - LPT	1	1	1	1	0
SEDOM-Janitorial/Maintenance - LPT	1	1	1	0	(1)
Custodian-Library - PT	0	0	0	0.5	0.5
Shelvers - LPT	2.5	2.5	2	2	0
Library Assistant III – FT	1	1	1	1	0
<b>TOTAL FULL TIME</b>	<b>11</b>	<b>11</b>	<b>12</b>	<b>12</b>	<b>0</b>
<b>TOTAL PART TIME (FTE)</b>	<b>3.5</b>	<b>4</b>	<b>3</b>	<b>3.5</b>	<b>0.5</b>
<b>TOTAL LPT (FTE)</b>	<b>5</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>(1.0)</b>

**FY19/20 Accomplishments**

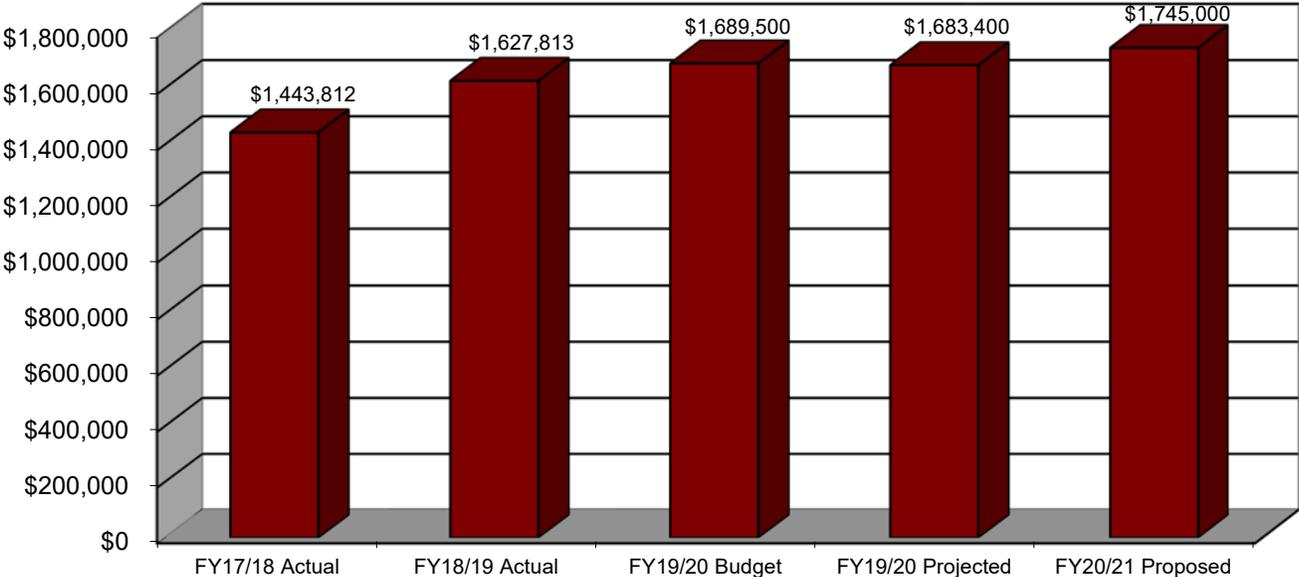
- Continued to expand the Friends of the Library membership and participation, both in terms of service and financial support.
- Increased programming levels while maintaining our various “passive” programs for our patrons.
- Updated a number of policies and procedures to better reflect 21<sup>st</sup> century realities and expectations.
- Successfully expanded our presence beyond our building’s walls, including a continued Library presence at City events like Lighting of the Square and Summer in the Park, while adding innovative outreach efforts, like story time at the laundromat.
- Accomplished significant restructuring of the Library’s staffing to better accomplish our mission and serve our public, while still realizing some fiscal savings following the retirement of a long-term employee.

- Held a very successful third annual Witches and Wizards of Woodstock festival, with turnout estimated at 3,000 attendees.
- Began exploring the possibility of overseeing an arts-focused community center at the Old Courthouse as part of the City’s efforts to revitalize the building.
- Began implementing the activities in the strategic plan, with an emphasis this year on inclusion and customer service.
- The Library lost its Children’s Librarian at the start of the fiscal year and was without that position for nearly six months. Despite the hole in the staff, the Library continued to offer the same programs and remained highly involved in various citywide events.
- Reinstated the Assistant Director position.
- Transitioned from our Circulation Manager, with 37+ years of service, who retired to our new Circulation Manager.
- Transitioned from the small, N.I.C. consortium to the much larger PrairieCat consortium, while simultaneously transitioning from Millenium (our old online catalog software) to Sierra (the newest generation of software).

**FY20/21 Goals and Objectives**

- Develop and begin to implement a marketing plan and PR strategy.
- Continue to implement the various activities in the strategic plan, with a focus on the priorities established in FY18/19.
- Finalize and implement a new gifting/estate planning program for the Library to make donating to the Library more appealing and easier.
- Continue to work with the City on coordinating our Information Technology (IT) needs with the City’s IT Department to reduce our dependence on a third-party IT consultant.
- Continue to reach beyond our walls, focusing on a slightly revamped and retimed Witches and Wizards of Woodstock (WWoW).
- Plan and implement a new audio-visual lab space within the Library.
- Begin the implementation of a comprehensive Digital Archives Management program at the Library to successfully inventory, standardize our digital holding and provide access to those materials.

**BUDGET COMPARISON**



**Performance Measures**

Item	Goal	Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Estimated
Amount of materials circulating annually	Circulation of 280,000 items	Circulation includes e-book "check outs"	272,134	271,965	270,000
Program attendance	Total attendance: 8,000		8,016	7,669	5,000
Card ownership	Total active cards: 25,000	Includes city and rural district cards	24,332	24,457	25,000
Programs outside of the library	Outside events: 40	Any library event or program held outside the library's building	45	49	52
Online Computer Sessions	Logins: 20,000		20,148	19,887	19,500
Wireless Log-ins	Logins: 25,000			20,721	24,000

## Library Fund

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
Beginning Fund Balance					\$ 577,400	\$ 667,400
<b>REVENUES</b>						
<b>TAXES</b>						
08-00-1-311	Property Tax	\$ 1,141,013	\$ 1,268,510	\$ 1,313,400	\$ 1,310,500	\$ 1,357,300
08-00-1-312	Replacement Tax	11,000	11,000	11,000	11,000	11,000
<b>TOTAL TAXES</b>		<b>\$ 1,152,013</b>	<b>\$ 1,279,510</b>	<b>\$ 1,324,400</b>	<b>\$ 1,321,500</b>	<b>\$ 1,368,300</b>
<b>FEES</b>						
08-00-2-330	Fines and Fees	\$ 65,729	\$ 60,546	\$ 65,000	\$ 55,000	\$ 60,000
08-00-2-331	Gifts & Donations	5,145	27,205	10,000	13,000	10,000
08-00-2-332	Grants	-	-	5,000	-	-
<b>TOTAL FEES</b>		<b>\$ 70,874</b>	<b>\$ 87,751</b>	<b>\$ 80,000</b>	<b>\$ 68,000</b>	<b>\$ 70,000</b>
<b>INTERGOVERNMENTAL</b>						
08-00-4-346	Rural District Contract	\$ 397,412	\$ 398,648	\$ 420,000	\$ 428,700	\$ 428,600
08-00-4-347	Grants in Aid	19,232	30,963	31,900	31,900	31,900
08-00-4-348	N.I.C. Reserve Transfer	-	-	49,500	52,700	-
<b>TOTAL INTERGOVERNMENTAL</b>		<b>\$ 416,644</b>	<b>\$ 429,611</b>	<b>\$ 501,400</b>	<b>\$ 513,300</b>	<b>\$ 460,500</b>
<b>OTHER</b>						
08-00-5-381	Interest Income	\$ 14,967	\$ 21,927	\$ 25,700	\$ 26,800	\$ 20,100
<b>TOTAL OTHER</b>		<b>\$ 14,967</b>	<b>\$ 21,927</b>	<b>\$ 25,700</b>	<b>\$ 26,800</b>	<b>\$ 20,100</b>
<b>TOTAL REVENUES (BEFORE TRANSFERS)</b>		<b>\$ 1,654,498</b>	<b>\$ 1,818,799</b>	<b>\$ 1,931,500</b>	<b>\$ 1,929,600</b>	<b>\$ 1,918,900</b>
<b>TRANSFERS (TO)/FROM OTHER FUNDS</b>						
08-00-9-885	Transfer to Library Building Fund	\$ (65,000)	\$ (40,000)	\$ (40,000)	\$ -	\$ (40,000)
08-00-9-889	Transfer to Employee Insurance Fund	(173,256)	(177,712)	(181,800)	(154,000)	(154,600)
08-00-9-893	Transfer to General Corp Fund	(11,000)	(11,000)	(2,200)	(2,200)	(11,000)
08-00-9-898	Transfer to Liability Insurance Fund	(25,000)	-	-	-	-
<b>TOTAL TRANSFERS (TO)/FROM OTHER FUNDS</b>		<b>\$ (274,256)</b>	<b>\$ (228,712)</b>	<b>\$ (224,000)</b>	<b>\$ (156,200)</b>	<b>\$ (205,600)</b>
<b>TOTAL REVENUES (AFTER TRANSFERS)</b>		<b>\$ 1,380,242</b>	<b>\$ 1,590,087</b>	<b>\$ 1,707,500</b>	<b>\$ 1,773,400</b>	<b>\$ 1,713,300</b>
<b>EXPENSES</b>						
<b>SALARIES</b>						
08-00-3-406	Full Time Staff	\$ 650,095	\$ 664,051	\$ 797,300	\$ 751,300	\$ 785,700
08-00-3-407	Part Time Staff	202,970	207,148	163,100	183,200	204,900
08-00-3-436	Limited Part Time Staff	45,152	49,144	54,100	63,300	49,800
08-00-3-451	Sick Leave Conversion	413	508	1,200	700	700
<b>TOTAL SALARIES</b>		<b>\$ 898,630</b>	<b>\$ 920,851</b>	<b>\$ 1,015,700</b>	<b>\$ 998,500</b>	<b>\$ 1,041,100</b>
<b>PERSONAL SERVICES</b>						
08-00-4-452	Travel & Training	\$ 2,293	\$ 3,227	\$ 6,000	\$ 6,000	\$ 6,000
08-00-4-457	IMRF	115,417	106,229	101,900	106,200	124,900
08-00-4-458	Social Security	56,751	55,725	60,200	59,200	61,100
08-00-4-459	Medicare	13,272	13,033	14,100	13,900	14,300
<b>TOTAL PERSONAL SERVICES</b>		<b>\$ 187,733</b>	<b>\$ 178,214</b>	<b>\$ 182,200</b>	<b>\$ 185,300</b>	<b>\$ 206,300</b>

## Library Fund (Continued)

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
<b>CONTRACTUAL SERVICES</b>						
08-00-5-501	Communications	\$ 7,118	\$ 4,447	\$ 6,000	\$ 4,500	\$ 5,000
08-00-5-502	Legal Services	-	88	500	300	500
08-00-5-517	Electronic Access	105,058	112,250	115,000	125,300	120,000
08-00-5-518	Professional Services	1,415	54,119	45,000	46,500	53,000
08-00-5-536	Outreach	2,823	5,782	7,000	9,300	9,000
08-00-5-540	Utilities	-	1,433	1,600	1,500	1,600
08-00-5-543	Equipment Rental	1,469	727	1,100	500	500
08-00-5-544	Insurance Premiums	-	84,343	75,800	75,800	68,900
08-00-5-552	Service to Maintain Equipment	6,541	10,128	8,000	5,000	6,000
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>\$ 124,424</b>	<b>\$ 273,317</b>	<b>\$ 260,000</b>	<b>\$ 268,700</b>	<b>\$ 264,500</b>
<b>COMMODITIES</b>						
08-00-6-601	Postage	\$ 3,313	\$ 3,731	\$ 3,500	\$ 3,900	\$ 4,000
08-00-6-606	Supplies	40,114	41,271	38,000	38,000	39,000
<b>TOTAL COMMODITIES</b>		<b>\$ 43,427</b>	<b>\$ 45,002</b>	<b>\$ 41,500</b>	<b>\$ 41,900</b>	<b>\$ 43,000</b>
<b>CAPITAL OUTLAY</b>						
08-00-7-740	Books & Other Library Material	\$ 171,245	\$ 199,563	\$ 180,000	\$ 180,000	\$ 180,000
08-00-7-741	Electronic Format	7,879	39	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 179,124</b>	<b>\$ 199,602</b>	<b>\$ 180,000</b>	<b>\$ 180,000</b>	<b>\$ 180,000</b>
<b>OTHER</b>						
08-00-8-812	Library Programs	\$ 10,474	\$ 10,827	\$ 10,100	\$ 9,000	\$ 10,100
<b>TOTAL OTHER</b>		<b>\$ 10,474</b>	<b>\$ 10,827</b>	<b>\$ 10,100</b>	<b>\$ 9,000</b>	<b>\$ 10,100</b>
<b>TOTAL LIBRARY FUND EXPENSES</b>		<b>\$ 1,443,812</b>	<b>\$ 1,627,813</b>	<b>\$ 1,689,500</b>	<b>\$ 1,683,400</b>	<b>\$ 1,745,000</b>
<b>NET INCREASE (DECREASE)</b>		<b>\$ (63,570)</b>	<b>\$ (37,726)</b>	<b>\$ 18,000</b>	<b>\$ 90,000</b>	<b>\$ (31,700)</b>
<b>Ending Fund Balance</b>					<b>\$ 667,400</b>	<b>\$ 635,700</b>

## Library Fund Line Item Descriptions

<b>08-00-1-311 Property Tax</b>				<b>\$ 1,357,300</b>
FY17/18 Actual:	\$ 1,141,013	FY18/19 Actual:	\$ 1,268,510	
FY19/20 Budget:	\$ 1,313,400	FY19/20 Projected:	\$ 1,310,500	
Budget to Proposed	3.3% $\Delta$	Projected to Proposed	3.6% $\Delta$	

FY17/18's levy was significantly increased over previous years to balance the increased costs of the Library taking on the full IMRF, Medicare and Social Security costs for Library staff. FY18/19's levy was significantly increased to balance the increased costs of the Library taking on the full liability insurance costs.

**08-00-1-312 Replacement Tax \$ 11,000**

FY17/18 Actual:	\$ 11,000	FY18/19 Actual:	\$ 11,000
FY19/20 Budget:	\$ 11,000	FY19/20 Projected:	\$ 11,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

A State-administered tax that replaced the personal property tax. The dollar amount is determined by a formula fixed by State law.

**08-00-2-330 Fines and Fees \$ 60,000**

FY17/18 Actual:	\$ 65,729	FY18/19 Actual:	\$ 60,546
FY19/20 Budget:	\$ 65,000	FY19/20 Projected:	\$ 55,000
Budget to Proposed	-7.7% ▽	Projected to Proposed	9.1% △

This line item includes funds generated from:

- Fines for late materials;
- Fees for damaged and lost materials;
- Non-resident fees; and
- Revenue from copying, faxing, scanning and printing.

**08-00-2-331 Gifts & Donations \$ 10,000**

FY17/18 Actual:	\$ 5,145	FY18/19 Actual:	\$ 27,205
FY19/20 Budget:	\$ 10,000	FY19/20 Projected:	\$ 13,000
Budget to Proposed	0.0%	Projected to Proposed	-23.1% ▽

Friends of the Library are consistent donors to the Library, accounting for close to half of this line item. Increasing the amount of charitable giving will be a focal point for this fiscal year.

**08-00-2-332 Grants \$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 5,000	FY19/20 Projected:	\$ 0
Budget to Proposed	-100.0% ▽	Projected to Proposed	N/A

In FY19/20 the Library pursued multiple grants from the McHenry County Community Foundation, the State of Illinois, and various national agencies, but was not successful with any of the applications.

**08-00-4-346 Rural District Contract \$ 428,600**

FY17/18 Actual:	\$ 397,412	FY18/19 Actual:	\$ 398,648
FY19/20 Budget:	\$ 420,000	FY19/20 Projected:	\$ 428,700
Budget to Proposed	2.0% △	Projected to Proposed	0.0%

The District contract is set at 98.5% of the total income the Rural District collects.

**08-00-4-347 Grants in Aid \$ 31,900**

FY17/18 Actual:	\$ 19,232	FY18/19 Actual:	\$ 30,963
FY19/20 Budget:	\$ 31,900	FY19/20 Projected:	\$ 31,900
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item covers the State Per Capita Grant received annually from the State Library. In FY16/17 the amount of the grant was reduced to \$0.77 per city resident, down from \$1.25 in FY15/16. The per capita amount was reinstated to the \$1.25 rate in FY18/19 and should remain at that level for the foreseeable future. The amount of the grant increased slightly in FY19/20 to reflect the City’s new population per the special census.

**08-00-4-348 N.I.C. Reserve Transfer \$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 49,500	FY19/20 Projected:	\$ 52,700
Budget to Proposed	-100.0% ▼	Projected to Proposed	-100.0% ▼

With the dissolution of the N.I.C. consortium in June, 2019—as part of the Library joining a new consortium, PrairieCat—a proportionate amount of N.I.C.’s reserve fund will be refunded to all member libraries. Current estimates are that Woodstock will receive between \$49,000 and \$55,000. This is a one-time payout.

**08-00-5-381 Interest Income \$ 20,100**

FY17/18 Actual:	\$ 14,967	FY18/19 Actual:	\$ 21,927
FY19/20 Budget:	\$ 25,700	FY19/20 Projected:	\$ 26,800
Budget to Proposed	-21.8% ▼	Projected to Proposed	-25.0% ▼

Interest accrued on Library funds invested with other funds by the City. Interest revenues remain low.

**08-00-9-885 Transfer to Library Building Fund (\$ 40,000)**

FY17/18 Actual:	(\$ 65,000)	FY18/19 Actual:	(\$ 40,000)
FY19/20 Budget:	(\$ 40,000)	FY19/20 Projected:	(\$ 0)
Budget to Proposed	0.0%	Projected to Proposed	N/A

This line item reflects a shift of tax revenues from the Library Building Fund (09) to the Operating Fund (08). Developer donations failed to rebound as hoped, requiring an increase in this transfer for FY17/18. With the transfer of the operating aspects of the building to the Library Operating Fund, the amount of the transfer was significantly reduced in FY18/19. Unfortunately, numerous unexpected repairs in FY18/19 necessitated the transfer of \$40,000 rather than \$20,000. In FY19/20, the budgeted \$40,000 transfer represented monies from the Marchi bequest being transferred to offset anticipated costs related to the Library’s new audio-visual lab space. That space was not developed in FY19/20 and the transfer was moved to the FY20/21 budget.

**08-00-9-889 Transfer to Employee Insurance Fund (\$ 154,600)**

FY17/18 Actual:	(\$ 173,256)	FY18/19 Actual:	(\$ 177,712)
FY19/20 Budget:	(\$ 181,800)	FY19/20 Projected:	(\$ 154,000)
Budget to Proposed	-15.0% ▽	Projected to Proposed	0.4% △

The funding transferred to the Employee Insurance Fund covers both health and life insurance costs for full-time employees.

**08-00-9-893 Transfer to General Corp Fund (\$ 11,000)**

FY17/18 Actual:	(\$ 11,000)	FY18/19 Actual:	(\$ 11,000)
FY19/20 Budget:	(\$ 2,200)	FY19/20 Projected:	(\$ 2,200)
Budget to Proposed	400.0% △	Projected to Proposed	400.0% △

The transfer to the General Corporate Fund helps defray part of the costs of payroll, invoicing and bill payment services provided by the Finance Office. The amount of the transfer was reduced in FY19/20 to offset the increased costs to the Library created by the implementation of the recommendations in the City's compensation survey. The amount transferred will return to \$11,000 in FY20/21 and beyond.

**08-00-9-898 Transfer to Liability Insurance Fund \$ 0**

FY17/18 Actual:	(\$ 25,000)	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

The transfer to the Liability Insurance Fund helped defray the cost to the City for workers' compensation and liability insurance. Beginning in FY18/19, this line item has been eliminated in favor of a true accounting of liability insurance costs in the Contractual Services section of the Library's expenses (08-00-5-544).

**08-00-3-406 Full Time Staff \$ 785,700**

FY17/18 Actual:	\$ 650,095	FY18/19 Actual:	\$ 664,051
FY19/20 Budget:	\$ 797,300	FY19/20 Projected:	\$ 751,300
Budget to Proposed	-1.5% ▽	Projected to Proposed	4.6% △

This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates any "bring to minimum" pay increases as well as an opportunity for a merit pay increase based on the City's approved merit program. The large budgeted increase in FY19/20 represents a shift of a part-time employee to full-time, plus the payout costs expected from the retirement of a long-tenured employee. The Library was without its full-time Children's Librarian for nearly half the year, resulting in the lowered actual costs for this line in FY19/20. The budgeted amount for FY20/21 includes a large payout for the retirement of a long-tenured employee.

**08-00-3-407 Part Time Staff \$ 204,900**

FY17/18 Actual:	\$ 202,970	FY18/19 Actual:	\$ 207,148
FY19/20 Budget:	\$ 163,100	FY19/20 Projected:	\$ 183,200
Budget to Proposed	25.6% <span style="color: red;">△</span>	Projected to Proposed	11.8% <span style="color: red;">△</span>

This amount is consistent with the City’s Compensation Plan for non-unionized positions and incorporates any “bring to minimum” pay increases as well as an opportunity for a merit pay increase based on the City’s approved merit program. The anticipated decrease in the FY19/20 Budget represented the transition of a part-time employee to a full-time employee. However, the decrease did not materialize as the Library needed to use part-time staff to cover for the absence of a full-time Children’s Librarian for half of the year. The budgeted amount for FY20/21 includes a payout for the retirement of a long-tenured employee.

**08-00-3-436 Limited Part Time Staff \$ 49,800**

FY17/18 Actual:	\$ 45,152	FY18/19 Actual:	\$ 49,144
FY19/20 Budget:	\$ 54,100	FY19/20 Projected:	\$ 63,300
Budget to Proposed	-7.9% <span style="color: green;">▽</span>	Projected to Proposed	-21.3% <span style="color: green;">▽</span>

This amount is consistent with the City’s Compensation Plan for non-unionized positions and incorporates any “bring to minimum” pay increases as well as an opportunity for a merit pay increase based on the City’s approved merit program.

**08-00-3-451 Sick Leave Conversion \$ 700**

FY17/18 Actual:	\$ 413	FY18/19 Actual:	\$ 508
FY19/20 Budget:	\$ 1,200	FY19/20 Projected:	\$ 700
Budget to Proposed	-41.7% <span style="color: green;">▽</span>	Projected to Proposed	0.0%

In FY19/20, one staff member was eligible for sick leave conversion. The City provides for the accumulation of a maximum of 800 hours (100 days) of sick leave with amounts over this paid at 50%, but applied to employee health insurance contributions.

**08-00-4-452 Travel & Training \$ 6,000**

FY17/18 Actual:	\$ 2,293	FY18/19 Actual:	\$ 3,227
FY19/20 Budget:	\$ 6,000	FY19/20 Projected:	\$ 6,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item covers conference and workshop expenses, training for staff, travel for Library business, and membership dues in professional organizations.

**08-00-4-457 IMRF \$ 124,900**

FY17/18 Actual:	\$ 115,417	FY18/19 Actual:	\$ 106,229
FY19/20 Budget:	\$ 101,900	FY19/20 Projected:	\$ 106,200
Budget to Proposed	22.6% <span style="color: red;">△</span>	Projected to Proposed	17.6% <span style="color: red;">△</span>

This line item reflects the actual costs to the Library for covering eligible employees in the City’s retirement plan through IMRF.

**08-00-4-458 Social Security** **\$ 61,100**

FY17/18 Actual:	\$ 56,751	FY18/19 Actual:	\$ 55,725
FY19/20 Budget:	\$ 60,200	FY19/20 Projected:	\$ 59,200
Budget to Proposed	1.5% <span style="color: red;">△</span>	Projected to Proposed	3.2% <span style="color: red;">△</span>

This line item reflects the actual costs to the Library for covering eligible employee's FICA costs for Social Security.

**08-00-4-459 Medicare** **\$ 14,300**

FY17/18 Actual:	\$ 13,272	FY18/19 Actual:	\$ 13,033
FY19/20 Budget:	\$ 14,100	FY19/20 Projected:	\$ 13,900
Budget to Proposed	1.4% <span style="color: red;">△</span>	Projected to Proposed	2.9% <span style="color: red;">△</span>

This line item reflects the actual costs to the Library for covering eligible employee's FICA costs for Medicare.

**08-00-5-501 Communications** **\$ 5,000**

FY17/18 Actual:	\$ 7,118	FY18/19 Actual:	\$ 4,447
FY19/20 Budget:	\$ 6,000	FY19/20 Projected:	\$ 4,500
Budget to Proposed	-16.7% <span style="color: green;">▽</span>	Projected to Proposed	11.1% <span style="color: red;">△</span>

This line item covers the Library's costs for phone service and related communication costs. A decrease was realized in FY18/19 due to eliminating Comcast internet service in favor of cheaper, faster internet via NIU on the new fiber connection.

**08-00-5-502 Legal Services** **\$ 500**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 88
FY19/20 Budget:	\$ 500	FY19/20 Projected:	\$ 300
Budget to Proposed	0.0%	Projected to Proposed	66.7% <span style="color: red;">△</span>

This line item covers payment for the City Attorney's services pertaining to the Operating Fund. A small amount for legal expenses was included for FY19/20, as the Library worked through reorganizing its relationship with the N.I.C. consortium.

**08-00-5-517 Electronic Access** **\$ 120,000**

FY17/18 Actual:	\$ 105,058	FY18/19 Actual:	\$ 112,250
FY19/20 Budget:	\$ 115,000	FY19/20 Projected:	\$ 125,300
Budget to Proposed	4.3% <span style="color: red;">△</span>	Projected to Proposed	-4.2% <span style="color: green;">▽</span>

The Electronic Access line item includes the cost of software, IT consulting, licenses, maintenance and contractual obligations to providers like OCLC and our library consortium. The decrease in these costs anticipated for FY17/18 was not fully realized as our security cameras and other unanticipated upgrades led to greater utilization of our IT consultant than had been budgeted. For FY18/19, there was some budget savings as a result of having to pay less for our N.I.C. consortia services than in past years due to changes within the consortium.

**08-00-5-518 Professional Services \$ 53,000**

FY17/18 Actual:	\$ 1,415	FY18/19 Actual:	\$ 54,119
FY19/20 Budget:	\$ 45,000	FY19/20 Projected:	\$ 46,500
Budget to Proposed	17.8% $\Delta$	Projected to Proposed	14.0% $\Delta$

This line item includes costs associated with our collection agency, marketing, website maintenance, and email provision. A portion of the tri-annual newsletter also comes from these funds. In FY18/19, the cost of the third-party cleaning service and copier leases were included in this line, resulting in a large increase in comparison with FY17/18.

**08-00-5-536 Outreach \$ 9,000**

FY17/18 Actual:	\$ 2,823	FY18/19 Actual:	\$ 5,782
FY19/20 Budget:	\$ 7,000	FY19/20 Projected:	\$ 9,300
Budget to Proposed	28.6% $\Delta$	Projected to Proposed	-3.2% $\nabla$

This line item is primarily for the costs of publishing the Library's tri-annual newsletter, but also for other outreach efforts.

**08-00-5-540 Utilities \$ 1,600**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 1,433
FY19/20 Budget:	\$ 1,600	FY19/20 Projected:	\$ 1,500
Budget to Proposed	0.0%	Projected to Proposed	6.7% $\Delta$

A new line item in FY18/19, the utilities line is a result of moving building-related costs previously accounted for in the Building Fund (09) to the Operating Fund (08).

**08-00-5-543 Equipment Rental \$ 500**

FY17/18 Actual:	\$ 1,469	FY18/19 Actual:	\$ 727
FY19/20 Budget:	\$ 1,100	FY19/20 Projected:	\$ 500
Budget to Proposed	-54.5% $\nabla$	Projected to Proposed	0.0%

The postage meter rental is the only current expenditure from this line item.

**08-00-5-544 Insurance Premiums \$ 68,900**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 84,343
FY19/20 Budget:	\$ 75,800	FY19/20 Projected:	\$ 75,800
Budget to Proposed	-9.1% $\nabla$	Projected to Proposed	-9.1% $\nabla$

A new line item in FY18/19 that reflects the actual costs to the Library for covering eligible employees and property liability insurance costs. Previously, this amount was partially covered by a transfer to the Liability Insurance Fund.

**08-00-5-552 Service to Maintain Equipment \$ 6,000**

FY17/18 Actual:	\$ 6,541	FY18/19 Actual:	\$ 10,128
FY19/20 Budget:	\$ 8,000	FY19/20 Projected:	\$ 5,000
Budget to Proposed	-25.0% ▽	Projected to Proposed	20.0% △

Both office copiers (one public, one staff) are maintained from this line item. Additionally, the service agreement for our microfilm/fiche reader is funded by this line item. A new copier and a staff scan/fax/print station were leased in FY17/18.

**08-00-6-601 Postage \$ 4,000**

FY17/18 Actual:	\$ 3,313	FY18/19 Actual:	\$ 3,731
FY19/20 Budget:	\$ 3,500	FY19/20 Projected:	\$ 3,900
Budget to Proposed	14.3% △	Projected to Proposed	2.6% △

Postage necessary to mail overdue notices and Inter-Library Loan items.

**08-00-6-606 Supplies \$ 39,000**

FY17/18 Actual:	\$ 40,114	FY18/19 Actual:	\$ 41,271
FY19/20 Budget:	\$ 38,000	FY19/20 Projected:	\$ 38,000
Budget to Proposed	2.6% △	Projected to Proposed	2.6% △

All of the various library, office and janitorial supplies come out of this line item. This includes library specific items (bar codes, book tape, etc.), general office supplies (including ink and toner) and cleaning supplies.

**08-00-7-740 Books & Other Library Materials \$ 180,000**

FY17/18 Actual:	\$ 171,245	FY18/19 Actual:	\$ 199,563
FY19/20 Budget:	\$ 180,000	FY19/20 Projected:	\$ 180,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

One of the Library's core line items, responsible for the purchasing of books, CDs, DVDs, audiobooks and magazines. Also, more obscure materials like puppets, backpack activity kits, toys and puzzles.

**08-00-7-741 Electronic Format \$ 0**

FY17/18 Actual:	\$ 7,879	FY18/19 Actual:	\$ 39
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Another of the Library's core line items, this line covered subscriptions to online databases, downloadable content providers, online newspaper availability and more. In FY17/18, it was incorporated into 08-00-7-740, as the items purchased here are frequently co-mingled with items in 08-00-7-740 on invoices and orders. Ultimately, they are all library materials, regardless of format.

**08-00-8-812 Library Programs****\$ 10,100**

FY17/18 Actual:	\$ 10,474	FY18/19 Actual:	\$ 10,827
FY19/20 Budget:	\$ 10,100	FY19/20 Projected:	\$ 9,000
Budget to Proposed	0.0%	Projected to Proposed	12.2% $\Delta$

The Library's new strategic plan places a high priority on community involvement and outreach. One of the ways the Library accomplishes those things is with our programs, both active and passive. In FY17/18, the Library was a central group in the first ever Wizarding World of Woodstock and it remained the focal point in FY18/19 and FY19/20.



Annual Budget  
FY20/21

# Library Building Fund

## Library Building Fund

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The Library Building Fund (09) supports the building and the grounds of the Woodstock Public Library. This fund utilizes Developer Donations and a very small property tax levy for its revenue. The FY20/21 budget includes a transfer of \$40,000 from the Marchi Endowment in the Library Operating Fund (08) to the Library Building Fund (09). This transfer is to cover costs associated with the construction of an A/V Lab space.



In keeping with the Library's strategic plan, as well as the City's Vision 2020 plan, several projects were completed in FY19/20 to maintain and improve the Library facility. These projects included replacing three of the four rooftop HVAC units, at a cost significantly lower than initially projected. Originally envisioned as a three-year project, by replacing three of the units this year, the Library was able to realize significant savings, effectively getting all three for the price expected for only two. Additionally, the Library upgraded and replaced computers and other equipment in accordance with its technology plan, upgraded the majority of the Library's lighting to LED bulbs, added an emergency exit to the rotunda in the Children's Department, and created new office space to relieve the overcrowding of staff in existing offices.

### FY19/20 Accomplishments

- Experienced one of the internally driest years on record as the number of leaks was less than ten, and none within the last four months.
- Replaced three of the four, 40-ton air-handling units on the Library's roof, resulting in much more consistent heating/cooling, easier adjustments within the building and, hopefully, far fewer repairs and repair costs.
- Worked with DPW to get proposals for retrofitting the majority of the Library's light fixtures to LED bulbs, providing better, more consistent lighting throughout the building and also greatly reducing the man hours devoted to replacing burnt out bulbs and dead ballasts.
- Worked with DPW and Wold Architects to design and complete three significant interior projects:
  - Added an emergency exit to the Rotunda area to significantly improve the safety of our patrons in case of a fire or active shooter.
  - Created new office space to reduce the overcrowding in current offices.
  - Created a new ESL space, which is adjacent to the Library's Spanish language materials.
- Worked with DPW on significant repairs needed in the Library's boiler room.
- Planned for significant building improvements and upgrades over the next five years.

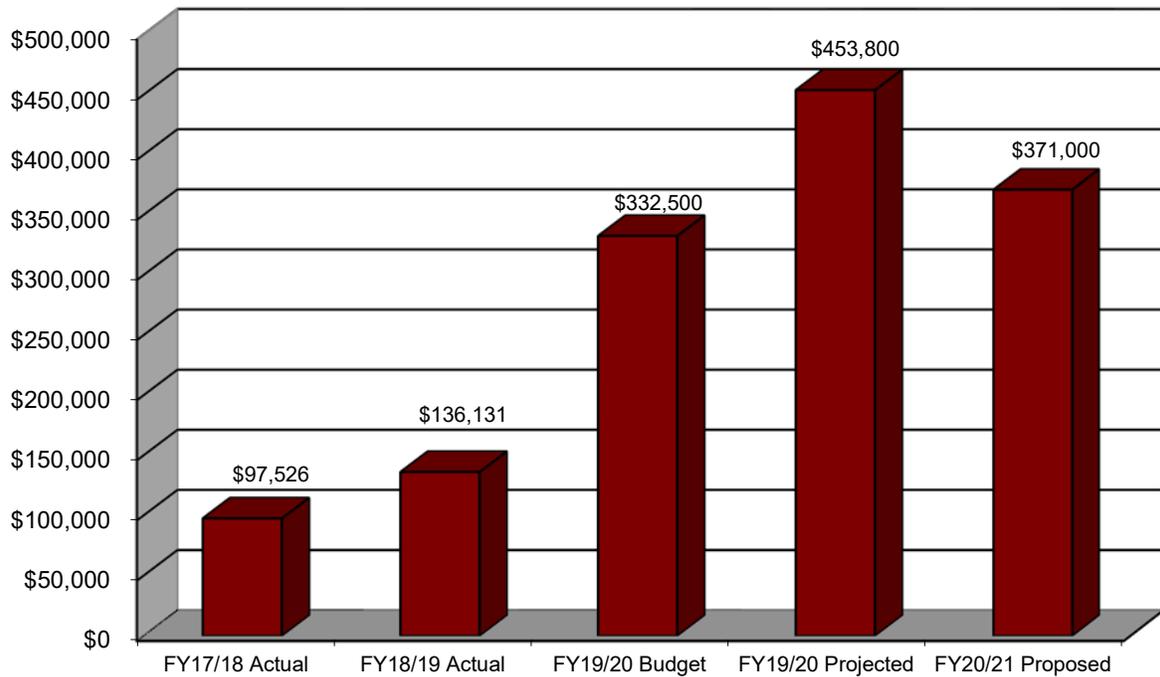
### FY20/21 Goals and Objectives

- Replace the Library's flat roof membrane, a project that is possible now that work is complete on the rooftop HVAC units.
- Work with the City on other possible building security efforts, including switching to fob entry for staff.
- Reorganize and expand some shelving areas to facilitate growing collections.
- Review the need/cost to replace the remaining non-LED lamps in the building and determine if it is worth pursuing in future CIP planning.
- Create a hi-tech audio-visual lab within the Library to benefit business professionals, hobbyists, and Library staff.

## Library Building Fund

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
Beginning Fund Balance					\$ 11,100	\$ (167,500)
<b>REVENUES</b>						
<b>TAXES</b>						
09-00-1-311	Property Tax	\$ 36,932	\$ 999	\$ 1,000	\$ 1,000	\$ 1,000
<b>TOTAL TAXES</b>		<b>\$ 36,932</b>	<b>\$ 999</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
<b>FEES</b>						
09-00-2-383	Developer Donations	\$ 49,598	\$ 29,851	\$ 30,000	\$ 9,000	\$ 10,000
<b>TOTAL FEES</b>		<b>\$ 49,598</b>	<b>\$ 29,851</b>	<b>\$ 30,000</b>	<b>\$ 9,000</b>	<b>\$ 10,000</b>
<b>OTHER</b>						
09-00-5-381	Interest Income	\$ 1,479	\$ 907	\$ 1,100	\$ 100	\$ -
09-00-5-384	Energy Efficiency Grant	3,817	-	-	-	-
<b>TOTAL OTHER</b>		<b>\$ 5,296</b>	<b>\$ 907</b>	<b>\$ 1,100</b>	<b>\$ 100</b>	<b>\$ -</b>
<b>TOTAL REVENUES (BEFORE TRANSFERS)</b>		<b>\$ 91,826</b>	<b>\$ 31,757</b>	<b>\$ 32,100</b>	<b>\$ 10,100</b>	<b>\$ 11,000</b>
<b>TRANSFERS (TO)/FROM OTHER FUNDS</b>						
09-00-9-785	Transfer from Library Fund	\$ 65,000	\$ 40,000	\$ 40,000	\$ -	\$ 40,000
09-00-9-890	Transfer to Library Debt Service	(44,173)	(42,584)	(47,100)	(46,900)	-
09-00-9-891	Transfer from General Fund	-	-	312,000	312,000	312,000
<b>TOTAL TRANSFERS (TO)/FROM OTHER FUNDS</b>		<b>\$ 20,827</b>	<b>\$ (2,584)</b>	<b>\$ 304,900</b>	<b>\$ 265,100</b>	<b>\$ 352,000</b>
<b>TOTAL REVENUES (AFTER TRANSFERS)</b>		<b>\$ 112,653</b>	<b>\$ 29,173</b>	<b>\$ 337,000</b>	<b>\$ 275,200</b>	<b>\$ 363,000</b>
<b>EXPENSES</b>						
<b>SALARIES</b>						
09-00-3-415	Custodial Staff	\$ 17,209	\$ -	\$ -	\$ -	\$ -
<b>TOTAL SALARIES</b>		<b>\$ 17,209</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CONTRACTUAL SERVICES</b>						
09-00-5-503	Cleaning Services	\$ 19,490	\$ -	\$ -	\$ -	\$ -
09-00-5-504	Professional Services	99	-	-	-	-
09-00-5-530	Water & Sewer	1,106	-	-	-	-
09-00-5-550	Service to Maintain Building & Grounds	27,259	2,015	-	-	-
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>\$ 47,954</b>	<b>\$ 2,015</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CAPITAL OUTLAY</b>						
09-00-7-701	Building & Grounds	\$ 5,696	\$ 105,577	\$ 226,000	\$ 395,500	\$ 300,000
09-00-7-720	Furniture & Equipment	26,667	27,889	105,000	55,000	70,000
09-00-7-726	Landscaping	-	650	1,500	3,300	1,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 32,363</b>	<b>\$ 134,116</b>	<b>\$ 332,500</b>	<b>\$ 453,800</b>	<b>\$ 371,000</b>
<b>TOTAL LIBRARY BUILDING FUND EXPENSES</b>		<b>\$ 97,526</b>	<b>\$ 136,131</b>	<b>\$ 332,500</b>	<b>\$ 453,800</b>	<b>\$ 371,000</b>
<b>NET INCREASE (DECREASE)</b>		<b>\$ 15,127</b>	<b>\$ (106,958)</b>	<b>\$ 4,500</b>	<b>\$ (178,600)</b>	<b>\$ (8,000)</b>
Ending Fund Balance					\$ (167,500)	\$ (175,500)

## BUDGET COMPARISON



### Library Building Fund Line Item Descriptions

09-00-1-311 Property Taxes		\$ 1,000	
FY17/18 Actual:	\$ 36,932	FY18/19 Actual:	\$ 999
FY19/20 Budget:	\$ 1,000	FY19/20 Projected:	\$ 1,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

The amount in FY17/18 was the final year before the reduction of the levy rate to reflect this fund as a capital improvement vehicle, funded primarily by developer donations.

09-00-2-383 Developer Donations		\$ 10,000	
FY17/18 Actual:	\$ 49,598	FY18/19 Actual:	\$ 29,851
FY19/20 Budget:	\$ 30,000	FY19/20 Projected:	\$ 9,000
Budget to Proposed	-66.7% ▽	Projected to Proposed	11.1% △

There was strong residential development in FY17/18, but growth slowed in FY18/19 and slowed ever further in FY19/20. FY20/21 projections are for growth similar to this year.

**09-00-5-381 Interest Income \$ 0**

FY17/18 Actual:	\$ 1,479	FY18/19 Actual:	\$ 907
FY19/20 Budget:	\$ 1,100	FY19/20 Projected:	\$ 100
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

Interest from the building fund reserves, which are invested along with other City funds. Unfortunately, interest rates remain low, and the decreasing reserves have dramatically reduced the revenue generated by this line.

**09-00-5-384 Energy Efficiency Grant \$ 0**

FY17/18 Actual:	\$ 3,817	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

The grant paid for a significant portion of the costs for the FY17/18 LED upgrade to all of the Library parking lot lights.

**09-00-9-785 Transfer from Library Fund \$ 40,000**

FY17/18 Actual:	\$ 65,000	FY18/19 Actual:	\$ 40,000
FY19/20 Budget:	\$ 40,000	FY19/20 Projected:	\$ 0
Budget to Proposed	0.0%	Projected to Proposed	N/A

With Developer Donations remaining limited, and the tax levy reduced, an infusion of money from the Library Fund has been necessary to keep the Building Fund with sufficient reserves. The amount of the transfer was decreased in FY18/19 to reflect moving the operational aspects of the Building Fund to the Library Fund. The transfer in FY19/20 was for Marchi bequest money that was earmarked for the new A/V Lab space. This project was not completed in FY19/20, and was instead moved to FY20/21.

**09-00-9-890 Transfer to Library Debt Service Fund \$ 0**

FY17/18 Actual:	(\$44,173)	FY18/19 Actual:	(\$ 42,584)
FY19/20 Budget:	(\$47,100)	FY19/20 Projected:	(\$ 46,900)
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

Each year, money is transferred to the Library Debt Service Fund to pay the principal and interest for the Alternate Revenue Bonds issued as part of the Library's remodeling and expansion in 2001. FY19/20 was the final year and the debt has now been retired.

**09-00-9-891 Transfer from the General Fund \$ 312,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 312,000	FY19/20 Projected:	\$ 312,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

FY19/20 is the first year of a projected series of infusions from the General Fund to assist with the costs of several significant, and badly needed, capital projects. This represents the amount of the previous annual payment toward the GO Bonds issued for the construction of the new Library building in 2001. This bond was retired in FY18/19.

**09-00-3-415 Custodial Staff** **\$ 0**

FY17/18 Actual:	\$ 17,209	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item covered the costs of the Library’s third-party cleaning service, and was the source for funding a part-time custodian/maintenance position. Additionally, it was the source for the 15 hours of work per week from SEDOM students. With the ongoing consolidation of the City’s cleaning and maintenance efforts, some savings were realized in FY17/18. In FY17/18, the wages for the custodian and SEDOM worker remained in this line item, but the costs for our third-party vendor were moved to Contractual Services (09-00-5-503). With the streamlining of the fund in FY18/19, these costs were moved to the Library Fund (08).

**09-00-5-503 Cleaning Services** **\$ 0**

FY17/18 Actual:	\$ 19,490	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This was a new line to pay for a professional cleaning company to clean the Library on a nightly basis. These costs were previously included in the Custodial Staff line above (09-00-3-415), but are more appropriately accounted for under Contractual Services. With the streamlining of the fund in FY18/19, these costs were moved to the Library Fund (08).

**09-00-5-504 Professional Services** **\$ 0**

FY17/18 Actual:	\$ 99	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line pays for professional consultation required for the various building renovations, upgrades and replacements. As with the other line items in this fund, these expenses have been moved to the Library Fund (08).

**09-00-5-530 Water & Sewer** **\$ 0**

FY17/18 Actual:	\$ 1,106	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Water and sewer usage charges were accounted for in this line item. Expenses for this account have been moved to the Utilities line in the Library Fund (08).

**09-00-5-550 Services to Maintain Building & Grounds \$ 0**

FY17/18 Actual:	\$ 27,259	FY18/19 Actual:	\$ 2,015
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line encompassed a number of different services that the Library contracts out to third-party vendors. These services included our HVAC maintenance, elevator and automatic door issues, parking lot repairs, electrical work, plumbing, roof repairs, and generator repairs. All of these expenses, which are typically larger, capital expenses, have been moved into the Building and Grounds line (09-00-7-701). The large amount reported in FY17/18 is a result of several unforeseen repairs to the rooftop HVAC units.

**09-00-7-701 Building & Grounds \$ 300,000**

FY17/18 Actual:	\$ 5,696	FY18/19 Actual:	\$ 105,577
FY19/20 Budget:	\$ 226,000	FY19/20 Projected:	\$ 395,500
Budget to Proposed	32.7% <span style="color: red;">△</span>	Projected to Proposed	-24.1% <span style="color: green;">▽</span>

For FY17/18, the costs are a result of upgrading our parking lot lights to LED lamps, a project undertaken because of cost subsidies available only until the end of 2017. The number for FY18/19 increases significantly because the Services to Maintain Building & Grounds (09-00-5-550) and Landscaping (09-00-7-726) have been added to this line and eliminated as separate line items. In FY19/20, several large projects were scheduled, including replacing one of the rooftop HVAC units, and installing an emergency exit in the Children’s Department. The FY19/20 Budget numbers were greatly exceeded because of numerous unexpected, and sizeable, repairs to the Library’s HVAC units.

Additionally, the Library was able to get excellent pricing on replacing the HVAC units and the decision was made to replace three HVAC units this year, rather than wait until next year when the prices would likely be significantly higher. The old HVAC units were requiring many significant repairs, so swapping them out for new units likely also saves tens of thousands of dollars.

Several other projects were also completed in FY19/20, including relamping the majority of the fixtures in the building with LED bulbs and creating an emergency exit in the Children’s Area. The lighting project needed to proceed this year to take advantage of energy rebates and it will also result in a significant decrease in maintenance time, since swapping out old, dead bulbs was a never-ending task for staff. The emergency exit was deemed necessary as a safety precaution in the case of a fire in that area, or an active shooter situation.

**09-00-7-720 Furniture & Equipment** **\$ 70,000**

FY17/18 Actual:	\$ 26,667	FY18/19 Actual:	\$ 27,889
FY19/20 Budget:	\$ 105,000	FY19/20 Projected:	\$ 55,000
Budget to Proposed	-33.3% ▽	Projected to Proposed	27.3% △

This line is primarily for maintaining and upgrading the Library's IT resources and infrastructure. Included in these costs are computer replacements on a five-year schedule, server upgrades and the replacement of switches.

In FY19/20, several large projects were anticipated, including the creation of an A/V Lab space, and the repairing and/or reupholstering of the Library's chairs. Most of these projects, including the A/V Lab, were moved into FY20/21, or beyond, to help compensate for the unexpected spending in Building & Grounds (09-00-7-701). The Library did still replace the tables in the Meeting and Training Rooms, purchased a Digital Assets Management (DAM) software package and upgraded its microfilm reader to a digital one. The costs of the DAM software and digital microfilm reader were partially offset by donations.

**09-00-7-726 Landscaping** **\$ 1,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 650
FY19/20 Budget:	\$ 1,500	FY19/20 Projected:	\$ 3,300
Budget to Proposed	-33.3% ▽	Projected to Proposed	-69.7% ▽

Work on the landscaping was delayed in FY17/18 and FY18/19. Work to both clean up and upgrade the Library's planting beds and landscaping exceeded the budgeted amount as a result of "catching up."



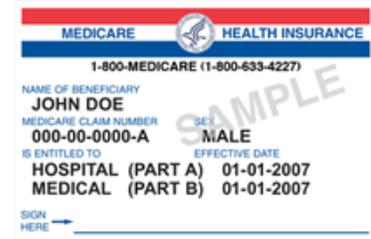
Annual Budget  
FY20/21

# **Social Security Fund** **(FICA)**

## Social Security Fund

Social Security and Medicare (FICA) are two Federally-provided programs that the City must fund for all of its employees, with the exception of sworn police officers who are exempt from Social Security. Currently, the City is required to pay 6.2% for Social Security on wages up to \$137,700 in 2020 and 1.45% into Medicare on all wages.

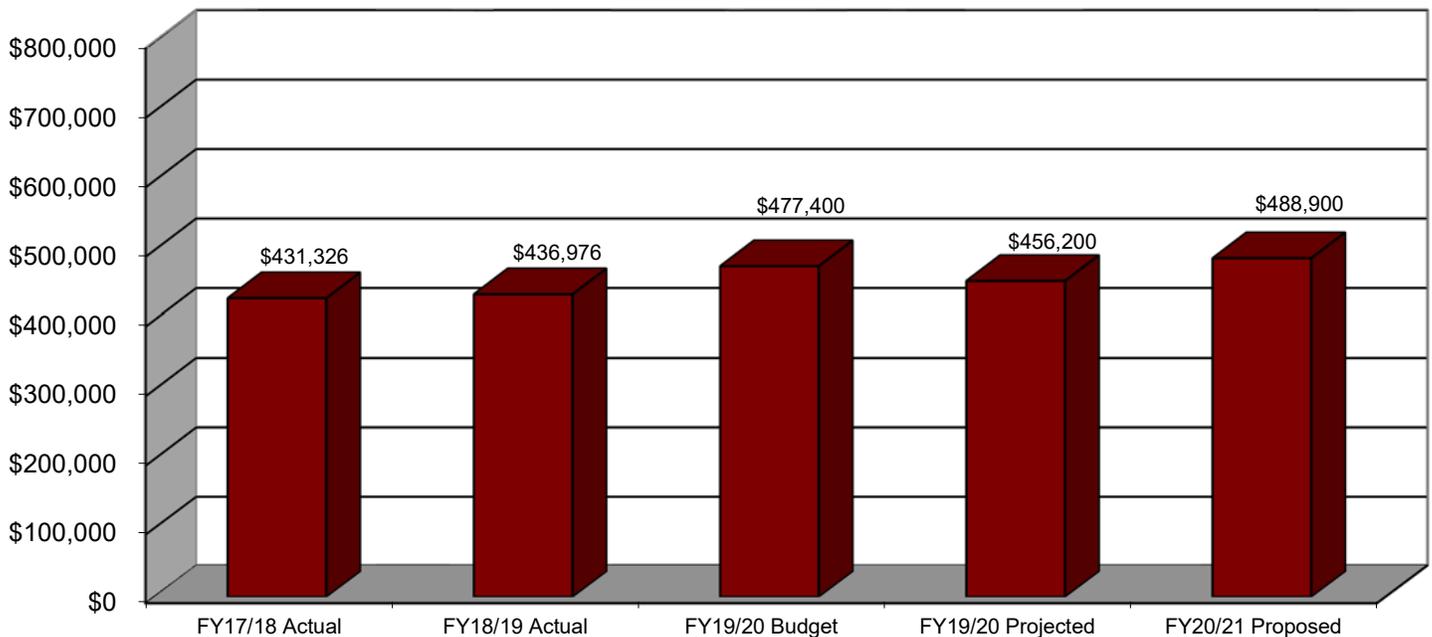
The City levies a separate property tax to pay FICA cost to the Federal Government. These levy amounts and expenses are recorded in this fund as the levy is legally restricted and can only be used to pay FICA expenses.



### Objectives:

- To insure that all expenses related to FICA are accounted for in a proper manner.
- To insure there is sufficient funds to make FICA payments as required.

## BUDGET COMPARISON



## Social Security Fund

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
Beginning Fund Balance					\$ 149,400	\$ 494,500
<b>REVENUES</b>						
<b>TAXES</b>						
10-00-1-311	Property Taxes	\$ 348,092	\$ 239,223	\$ 258,200	\$ 257,600	\$ 326,700
TOTAL TAXES		\$ 348,092	\$ 239,223	\$ 258,200	\$ 257,600	\$ 326,700
<b>OTHER</b>						
10-00-5-381	Interest Income	\$ 5,753	\$ 5,612	\$ 7,800	\$ 7,800	\$ 5,800
TOTAL OTHER		\$ 5,753	\$ 5,612	\$ 7,800	\$ 7,800	\$ 5,800
<b>TOTAL REVENUES (BEFORE TRANSFERS)</b>		<u>\$ 353,845</u>	<u>\$ 244,835</u>	<u>\$ 266,000</u>	<u>\$ 265,400</u>	<u>\$ 332,500</u>
<b>TRANSFERS (TO)/FROM OTHER FUNDS</b>						
10-00-9-301	Transfer from General Fund	\$ -	\$ -	\$ 5,000	\$ 535,900	\$ -
TOTAL TRANSFERS (TO)/FROM OTHER FUNDS		\$ -	\$ -	\$ 5,000	\$ 535,900	\$ -
<b>TOTAL REVENUES (AFTER TRANSFERS)</b>		<u>\$ 353,845</u>	<u>\$ 244,835</u>	<u>\$ 271,000</u>	<u>\$ 801,300</u>	<u>\$ 332,500</u>
<b>EXPENSES</b>						
<b>PERSONAL SERVICES</b>						
10-00-4-458	Social Security	\$ 304,945	\$ 308,643	\$ 338,000	\$ 321,800	\$ 347,600
10-00-4-459	Medicare	122,460	124,391	135,200	130,600	137,300
TOTAL PERSONAL SERVICES		\$ 427,405	\$ 433,034	\$ 473,200	\$ 452,400	\$ 484,900
<b>CONTRACTUAL SERVICES</b>						
10-00-5-501	Flex Plan Administration	\$ 3,921	\$ 3,942	\$ 4,200	\$ 3,800	\$ 4,000
TOTAL CONTRACTUAL SERVICES		\$ 3,921	\$ 3,942	\$ 4,200	\$ 3,800	\$ 4,000
<b>TOTAL SOCIAL SECURITY FUND EXPENSES</b>		\$ 431,326	\$ 436,976	\$ 477,400	\$ 456,200	\$ 488,900
<b>NET INCREASE (DECREASE)</b>		\$ (77,481)	\$ (192,141)	\$ (206,400)	\$ 345,100	\$ (156,400)
Ending Fund Balance					\$ 494,500	\$ 338,100

## Social Security Fund Line Item Descriptions

<b>10-00-1-311 Property Taxes</b>						<b>\$ 326,700</b>
FY17/18 Actual:	\$ 348,092	FY18/19 Actual:				\$ 239,223
FY19/20 Budget:	\$ 258,200	FY19/20 Projected:				\$ 257,600
Budget to Proposed	26.5% $\Delta$	Projected to Proposed				26.8% $\Delta$

A separate property tax is levied for the purpose of providing Social Security and Medicare benefits. The proceeds of this levy are recorded in this line item.

**10-00-5-381 Interest Income** **\$ 5,800**

FY17/18 Actual:	\$ 5,753	FY18/19 Actual:	\$ 5,612
FY19/20 Budget:	\$ 7,800	FY19/20 Projected:	\$ 7,800
Budget to Proposed	-25.6% ▽	Projected to Proposed	-25.6% ▽

Interest related to funds invested in the Social Security Fund is recorded in this line item.

**10-00-9-301 Transfer from General Fund** **\$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 5,000	FY19/20 Projected:	\$ 535,900
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

In order to slow the decline in fund balance for this Fund in FY19/20, surplus funds from the General Fund are being proposed to be transferred to this fund. Beginning in FY20/21, the General Fund would provide a transfer to offset the growth in City's Social Security and Medicare costs.

**10-00-4-458 Social Security** **\$ 347,600**

FY17/18 Actual:	\$ 304,945	FY18/19 Actual:	\$ 308,643
FY19/20 Budget:	\$ 338,000	FY19/20 Projected:	\$ 321,800
Budget to Proposed	2.8% △	Projected to Proposed	8.0% △

The cost of providing Social Security benefits to employees is expensed in this line item.

**10-00-4-459 Medicare** **\$ 137,300**

FY17/18 Actual:	\$ 122,460	FY18/19 Actual:	\$ 124,391
FY19/20 Budget:	\$ 135,200	FY19/20 Projected:	\$ 130,600
Budget to Proposed	1.6% △	Projected to Proposed	5.1% △

The cost of providing Medicare benefits to employees is expensed in this line item.

**10-00-5-501 Flex Plan Administration** **\$ 4,000**

FY17/18 Actual:	\$ 3,921	FY18/19 Actual:	\$ 3,942
FY19/20 Budget:	\$ 4,200	FY19/20 Projected:	\$ 3,800
Budget to Proposed	-4.8% ▽	Projected to Proposed	5.3% △

The City offers a flexible spending account that is open to all full-time employees. This plan offers employees an opportunity to deduct pre-tax money from their paychecks to be used for certain medical and dependent care expenses.



Annual Budget  
FY20/21

**Illinois Municipal  
Retirement Fund  
(IMRF)**

## Illinois Municipal Retirement Fund

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The Illinois Municipal Retirement Fund (IMRF) is a locally-funded plan that is centrally administrated along with almost 3,000 other Illinois local government and school district units. All employees of the City who work over 1,000 hours in a year, with the exception of sworn police officers, are required to be enrolled in IMRF. At the beginning of each calendar year, IMRF establishes an employer contribution rate, as a percentage of payroll, that must be made for each enrolled employee. IMRF benefit levels are established by the Illinois General Assembly.

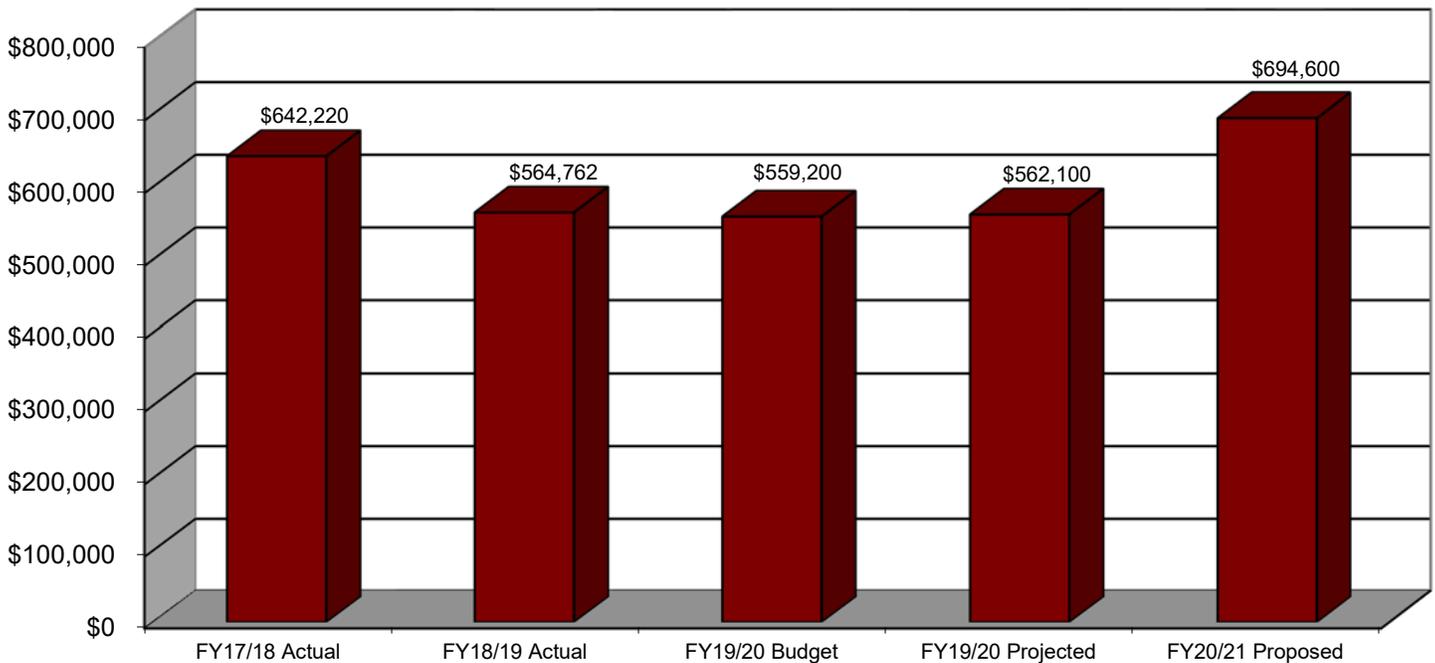


The City levies a separate property tax to pay for IMRF expenses. These levy amounts and expenses are recorded in this fund as the property tax receipts are legally restricted and can only be used to pay IMRF expenses.

### Objectives:

- To insure that all expenses related to providing an IMRF pension are accounted for in a proper manner.
- To insure there is sufficient funds to make IMRF contributions as required.

### BUDGET COMPARISON



## IMRF Fund

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
Beginning Fund Balance					\$ 425,300	\$ 795,000
<b>REVENUES</b>						
<b>TAXES</b>						
11-00-1-311	Property Taxes	\$ 253,337	\$ 442,208	\$ 426,300	\$ 425,400	\$ 358,200
TOTAL TAXES		\$ 253,337	\$ 442,208	\$ 426,300	\$ 425,400	\$ 358,200
<b>OTHER</b>						
11-00-5-381	Interest Income	\$ 7,714	\$ 8,359	\$ 11,000	\$ 12,800	\$ 9,400
TOTAL OTHER		\$ 7,714	\$ 8,359	\$ 11,000	\$ 12,800	\$ 9,400
<b>TOTAL REVENUES (BEFORE TRANSFERS)</b>		<u>\$ 261,051</u>	<u>\$ 450,567</u>	<u>\$ 437,300</u>	<u>\$ 438,200</u>	<u>\$ 367,600</u>
<b>TRANSFERS (TO)/FROM OTHER FUNDS</b>						
11-00-9-301	Transfer from General Fund	\$ -	\$ -	\$ -	\$ 493,600	\$ -
TOTAL TRANSFERS (TO)/FROM OTHER FUNDS		\$ -	\$ -	\$ -	\$ 493,600	\$ -
<b>TOTAL REVENUES (AFTER TRANSFERS)</b>		<u>\$ 261,051</u>	<u>\$ 450,567</u>	<u>\$ 437,300</u>	<u>\$ 931,800</u>	<u>\$ 367,600</u>
<b>EXPENSES</b>						
<b>PERSONAL SERVICES</b>						
11-00-4-457	IMRF	\$ 642,220	\$ 564,762	\$ 559,200	\$ 562,100	\$ 694,600
TOTAL PERSONAL SERVICES		\$ 642,220	\$ 564,762	\$ 559,200	\$ 562,100	\$ 694,600
<b>TOTAL IMRF FUND EXPENSES</b>		\$ 642,220	\$ 564,762	\$ 559,200	\$ 562,100	\$ 694,600
<b>NET INCREASE (DECREASE)</b>		\$ (381,169)	\$ (114,195)	\$ (121,900)	\$ 369,700	\$ (327,000)
Ending Fund Balance					\$ 795,000	\$ 468,000

## Illinois Municipal Retirement Fund Line Item Descriptions

11-00-1-311	Property Taxes					\$ 358,200
	FY17/18 Actual:	\$ 253,337	FY18/19 Actual:	\$ 442,208		
	FY19/20 Budget:	\$ 426,300	FY19/20 Projected:	\$ 425,400		
	Budget to Proposed	-16.0% ▽	Projected to Proposed	-15.8% ▽		

A separate property tax is levied for the purpose of providing IMRF benefits. The proceeds of this levy are recorded in this line item.

<b>11-00-5-381 Interest Income</b>				<b>\$ 9,400</b>
FY17/18 Actual:	\$ 7,714	FY18/19 Actual:	\$ 8,359	
FY19/20 Budget:	\$ 11,000	FY19/20 Projected:	\$ 12,800	
Budget to Proposed	-14.5% ▽	Projected to Proposed	-26.6% ▽	

Interest related to funds invested by the IMRF Fund is recorded in this line item.

<b>11-00-9-301 Transfer from General Fund</b>				<b>\$ 0</b>
FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0	
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 493,600	
Budget to Proposed	N/A	Projected to Proposed	-100.0% ▽	

In order to slow the decline in fund balance for this Fund in FY19/20, surplus funds from the General Fund are being proposed to be transferred to this fund. Beginning in FY20/21, the General Fund would provide a transfer to offset the growth in City's pension costs.

<b>11-00-4-457 IMRF</b>				<b>\$ 694,600</b>
FY17/18 Actual:	\$ 642,220	FY18/19 Actual:	\$ 564,762	
FY19/20 Budget:	\$ 559,200	FY19/20 Projected:	\$ 562,100	
Budget to Proposed	24.2% △	Projected to Proposed	23.6% △	

The cost of providing IMRF benefits to employees is expensed in this line item. In FY17/18 a payment in the amount of \$51,500 was made to IMRF to pay off the liability the City owed on its IMRF SLEP plan. This plan had been used to cover retirement benefits for the prior Police Chief.

IMRF employer rates are effective on a calendar year basis with actual rates of 13.08% in 2018, 10.48% in 2019 and 13.04% in 2020. The City is estimating that the rate will be 12.28% in 2021, which creates a 12.79% blended rate for FY20/21.

\$100,000 of the increase from FY19/20 to FY20/21 can be attributed to the higher budgeted rate (i.e., 10.65% in FY19/20 to 12.79% in FY20/21). The reason for the large discrepancy in the rate projection for FY19/20 was a result of a large loss in assets that IMRF realized in calendar year 2019 along with a change in the investment-rate of return assumption from 7.5% to 7.25%.



Annual Budget  
FY20/21

# Motor Fuel Tax

## Motor Fuel Tax Fund

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Revenues for the Motor Fuel Tax Fund are derived from statewide taxes placed on fuel used for operating motor vehicles on public highways and recreational watercraft upon waters of the State. These revenues collected by the State are used to pay for various State transportation projects with slightly more than 58% of the revenues going directly to the State. Approximately one-half of the remaining funds are then allocated back to municipalities based on population. The FY20/21 budget has been prepared based on approved legislation at the State level increasing the MFT rate from \$0.19 cents to \$0.38 cents per gallon. In addition, the City has imposed its own MFT tax of \$0.03 cents per gallon for which the two increased sources of revenue are earmarked for the payment of General Obligation (G.O.) bonds needed to fund an enhanced Street Resurfacing Program in 2020.



### FY19/20 Accomplishments

- Completed annual pavement marking program including stop bars, crosswalks, school crosswalks, centerlines, and parking spaces.
- Paid a portion of the IDOT contract for the maintenance of traffic controls in addition to the total cost for the maintenance of “City-owned” traffic signals.
- Partnered with other municipalities through the MC MPI on joint bids for crack sealing and pavement marking.
- Paid for the rental of equipment needed for maintenance and special construction projects, which include the removal of snow from the downtown area and the public parking lots.
- Paid for the operating (electric service) cost of the street lights owned by the City and for the monthly maintenance charge for the street lights owned by Commonwealth Edison.
- Purchased road salt through a joint bid with Lake County Department of Transportation (LCDOT).

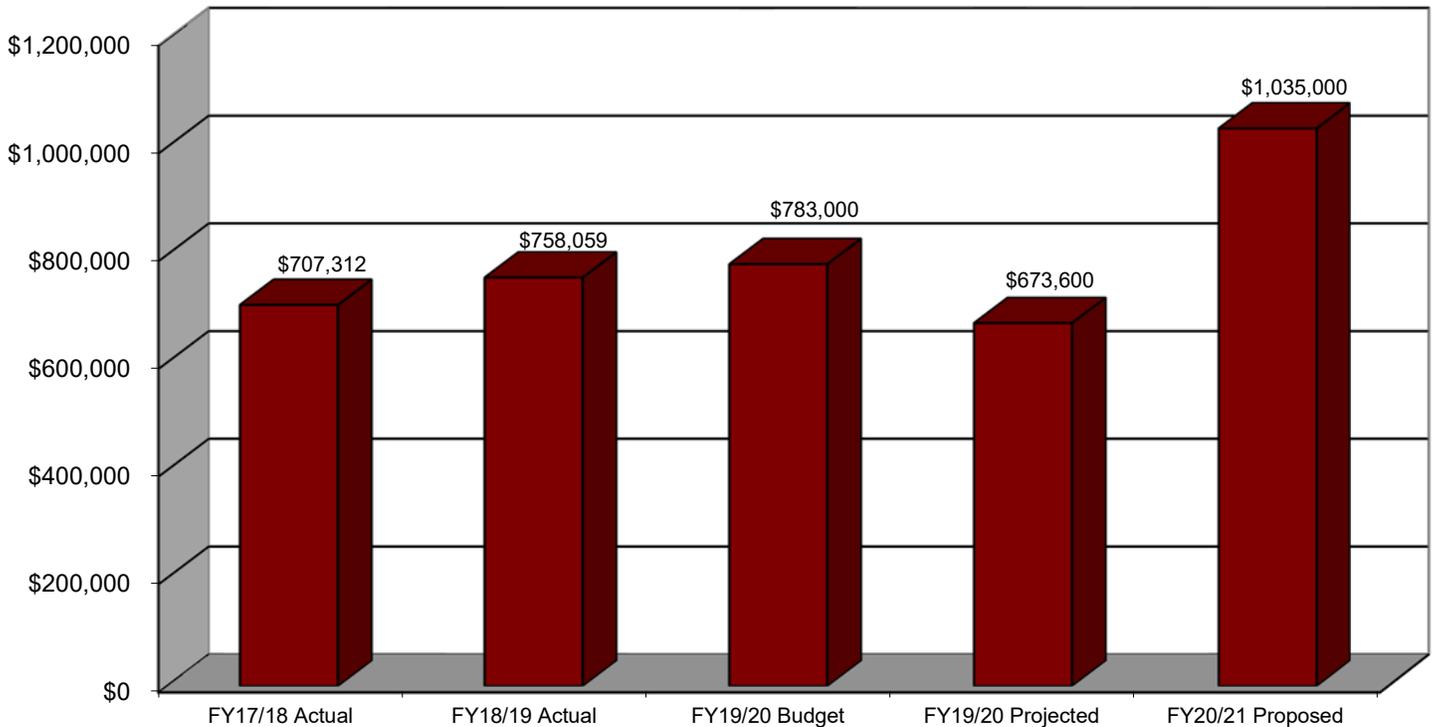
### FY20/21 Goals and Objectives

- Communicate and be attentive to the needs of all residents affected by the City’s MFT programs to provide the least amount of disruption to affected neighborhoods.
- The City will participate in a joint bid for crack sealing.
- Continue with the pavement marking program on City streets in order to ensure safe travel for motorists, bicyclists and pedestrians.
- Reallocate funds between this MFT budget and the General Fund budget to maximize dollars spent and timing of projects that need to be reviewed and approved by the Illinois Department of Transportation (IDOT) taking advantage of the increase in revenues from the newly-imposed statewide motor fuel tax.
- Continue using MFT funds to pay for the operating (electric service) cost of the street lights owned by the City and for the monthly maintenance charge for the street lights owned by Commonwealth Edison.
- Continue using MFT funds to pay for the rental of equipment needed for maintenance and special construction projects.
- Partner with another governmental organization for the bid and purchase of road salt.

**Motor Fuel Tax Fund**

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
Beginning Fund Balance					\$ 29,500	\$ 274,800
<b>REVENUES</b>						
<b>TAXES</b>						
12-00-1-315	MFT Allotment	\$ 682,400	\$ 678,242	\$ 679,900	\$ 912,600	\$ 1,065,000
<b>TOTAL TAXES</b>		<b>\$ 682,400</b>	<b>\$ 678,242</b>	<b>\$ 679,900</b>	<b>\$ 912,600</b>	<b>\$ 1,065,000</b>
<b>OTHER</b>						
12-00-5-381	Interest Income	\$ 1,485	\$ 2,007	\$ 2,700	\$ 6,300	\$ 4,600
<b>TOTAL OTHER</b>		<b>\$ 1,485</b>	<b>\$ 2,007</b>	<b>\$ 2,700</b>	<b>\$ 6,300</b>	<b>\$ 4,600</b>
<b>TOTAL REVENUES (BEFORE TRANSFERS)</b>		<b>\$ 683,885</b>	<b>\$ 680,249</b>	<b>\$ 682,600</b>	<b>\$ 918,900</b>	<b>\$ 1,069,600</b>
<b>TRANSFERS (TO)/FROM OTHER FUNDS</b>						
12-00-9-391	Transfer from General Corp Fund	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ -
<b>TOTAL TRANSFERS (TO)/FROM OTHER FUNDS</b>		<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL REVENUES (AFTER TRANSFERS)</b>		<b>\$ 693,885</b>	<b>\$ 690,249</b>	<b>\$ 692,600</b>	<b>\$ 918,900</b>	<b>\$ 1,069,600</b>
<b>EXPENSES</b>						
<b>CONTRACTUAL SERVICES</b>						
12-00-5-559	Service to Maintain Traffic Controls	\$ 18,197	\$ 29,583	\$ 25,000	\$ 25,300	\$ 26,000
12-00-5-564	Street Lighting	268,325	206,081	260,000	200,000	222,000
12-00-5-575	Crack Sealing	100,000	90,000	90,000	69,900	80,000
12-00-5-580	Pavement Marking	74,961	74,936	78,000	58,400	90,000
12-00-5-588	Equipment Rental	97,341	123,082	100,000	90,000	100,000
12-00-5-589	Service to Maintain Pavements	-	-	-	-	46,000
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>\$ 558,824</b>	<b>\$ 523,682</b>	<b>\$ 553,000</b>	<b>\$ 443,600</b>	<b>\$ 564,000</b>
<b>COMMODITIES</b>						
12-00-6-572	Ice Control Material	\$ 148,488	\$ 234,377	\$ 230,000	\$ 230,000	\$ 260,000
12-00-6-573	Materials to Maintain Pavements	-	-	-	-	65,000
<b>TOTAL COMMODITIES</b>		<b>\$ 148,488</b>	<b>\$ 234,377</b>	<b>\$ 230,000</b>	<b>\$ 230,000</b>	<b>\$ 325,000</b>
<b>CAPITAL OUTLAY</b>						
12-00-7-721	Sidewalk Replacement	\$ -	\$ -	\$ -	\$ -	\$ 35,000
12-00-7-722	Skip Patching	-	-	-	-	51,000
12-00-7-723	Salt Storage Building	-	-	-	-	60,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 146,000</b>
<b>TOTAL MFT FUND EXPENSES</b>		<b>\$ 707,312</b>	<b>\$ 758,059</b>	<b>\$ 783,000</b>	<b>\$ 673,600</b>	<b>\$ 1,035,000</b>
<b>NET INCREASE (DECREASE)</b>		<b>\$ (13,427)</b>	<b>\$ (67,810)</b>	<b>\$ (90,400)</b>	<b>\$ 245,300</b>	<b>\$ 34,600</b>
Ending Fund Balance					\$ 274,800	\$ 309,400

## BUDGET COMPARISON



### Motor Fuel Tax Item Descriptions

12-00-1-315 MFT Allotment		\$ 1,065,000	
FY17/18 Actual:	\$ 682,400	FY18/19 Actual:	\$ 678,242
FY19/20 Budget:	\$ 679,900	FY19/20 Projected:	\$ 912,600
Budget to Proposed	56.6% △	Projected to Proposed	16.7% △

Beginning July 1, 2019, the Motor Fuel Tax (MFT) law was amended to impose a tax rate increase from \$0.19 cents to \$0.38 cents per gallon on motor fuel, which will be adjusted annually on July 1<sup>st</sup> of each subsequent year based on the Consumer Price Index. A tax rate of \$0.075 cents per gallon on diesel fuel was also effective beginning July 1<sup>st</sup>, 2019. Although the tax rate on motor fuel has doubled, local agencies will not receive an amount equal to the double of their current allotment, rather agencies will receive two allotments of different amounts each month. The first allotment will be based upon the previous tax rate of \$0.19 cents per gallon and the second allotment will be based on the additional taxes. In 2020, the City of Woodstock also imposed an additional \$0.03 cents per gallon on motor fuel, with the tax to be locally administered. This additional revenue will go toward the payment of bond funds for street resurfacing.

<b>12-00-5-381 Interest Income</b>				<b>\$ 4,600</b>
FY17/18 Actual:	\$ 1,485	FY18/19 Actual:	\$ 2,007	
FY19/20 Budget:	\$ 2,700	FY19/20 Projected:	\$ 6,300	
Budget to Proposed	70.4% <span style="color: green;">△</span>	Projected to Proposed	-27.0% <span style="color: red;">▽</span>	

Interest earned on available funds is retained as revenue within the MFT budget.

<b>12-00-9-391 Transfer from General Corp. Fund</b>				<b>\$ 0</b>
FY17/18 Actual:	\$ 10,000	FY18/19 Actual:	\$ 10,000	
FY19/20 Budget:	\$ 10,000	FY19/20 Projected:	\$ 0	
Budget to Proposed	-100.0% <span style="color: red;">▽</span>	Projected to Proposed	N/A	

In recognition of the need to complete more street maintenance and resurfacing work, a portion of the funds received in the City's General Fund budget were transferred to this Motor Fuel Tax Fund's budget to enable the City to complete additional maintenance work.

Prior to FY17/18, this transfer of funds was diverted to the General Corporate – CIP Fund instead of the MFT budget to allow the City to complete more street resurfacing and maintenance work than could be accomplished using only MFT revenue. The transfer was reinstated to increase the amount of funding available for crack sealing. This transfer is no longer required.

<b>12-00-5-559 Service to Maintain Traffic Controls</b>				<b>\$ 26,000</b>
FY17/18 Actual:	\$ 18,197	FY18/19 Actual:	\$ 29,583	
FY19/20 Budget:	\$ 25,000	FY19/20 Projected:	\$ 25,300	
Budget to Proposed	4.0% <span style="color: red;">△</span>	Projected to Proposed	2.8 <span style="color: red;">△</span>	

This line item is used to pay for the City's portion of the contract with IDOT for the maintenance of traffic signals and the cost for the maintenance of "City-owned" traffic signals. The City is required to pay a portion of the maintenance of traffic signals based on the ratio of State streets and local streets. In FY18/19, the City paid half the cost to repair and/or replace Emergency Vehicle Preemption equipment at signalized intersections.

<b>12-00-5-564 Street Lighting</b>				<b>\$ 222,000</b>
FY17/18 Actual:	\$ 268,325	FY18/19 Actual:	\$ 206,081	
FY19/20 Budget:	\$ 260,000	FY19/20 Projected:	\$ 200,000	
Budget to Proposed	-14.6% <span style="color: green;">▽</span>	Projected to Proposed	11.0% <span style="color: red;">△</span>	

This line item is used to pay for the operating (electric service) cost of the street lights owned by the City and for the monthly maintenance charge for the street lights owned by Commonwealth Edison. The City owns the street lights in the downtown area, public parking lots, in Woodstock Station, and along IL Route 120 east of IL Route 47. Electricity for these City-owned street lights is metered, and the City is billed for the amount of energy used at those locations, but no fees are paid to ComEd for maintenance on City-owned lights. In FY17/18, the City took advantage of an Energy

Efficiency rebate incentive program offered by ComEd to retrofit lighting in all City-owned parking lots. This grant covered 65% of the cost to install LED fixtures on existing poles and lighting heads.

For the vast majority of the remaining street lights in the City, the light poles, fixtures, and electric service lines are owned and maintained by Commonwealth Edison. The City is charged a specific dollar amount, typically ranging from \$10 per month to \$35 per month, for each street light. This monthly charge includes a maintenance fee, and Commonwealth Edison is responsible for the maintenance of these street lights, poles, fixtures, and electric service lines. The projected expenditure in FY19/20 is due to ComEd's efforts to retrofit heads to LED, which require a significant decrease in energy consumption and the bulbs last longer.

<b>12-00-5-575 Crack Sealing</b>		<b>\$ 80,000</b>	
FY17/18 Actual:	\$ 100,000	FY18/19 Actual:	\$ 90,000
FY19/20 Budget:	\$ 90,000	FY19/20 Projected:	\$ 69,900
Budget to Proposed	-11.1% ▽	Projected to Proposed	14.4% △

This line item is used to pay for the annual cost for crack sealing of City streets. This is an important maintenance activity that is used on streets that are in good condition, but have cracks that need to be sealed to reduce future pavement damage. Crack sealing is a preventive maintenance measure that, when applied correctly, extends the life of the pavement. The City partners with other McHenry County Municipalities in order to get the lowest cost based upon a higher volume of work.

<b>12-00-5-580 Pavement Marking</b>		<b>\$ 90,000</b>	
FY17/18 Actual:	\$ 74,961	FY18/19 Actual:	\$ 74,936
FY19/20 Budget:	\$ 78,000	FY19/20 Projected:	\$ 58,400
Budget to Proposed	15.4% △	Projected to Proposed	54.1% △

Funds in this line item are used for the annual contractual program for painting of centerlines, edge lines, parking stalls in the downtown area, stop bars, and crosswalks throughout the City. The replacement of paint markings improves safety for both motorists and pedestrians, helps to control and direct the flow of traffic, and improves access and efficient use of parking spaces and parking lots.

The replacement of pavement marking in some public parking lots and parking lots in parks is completed by Street Division employees to save contract costs. In FY19/20 no parking space delineation in the Square and adjacent streets were completed, resulting in a reduced program cost overall. The marking of these spaces will be completed in FY20/21, in addition to an increased effort in marking out bike routes.

**12-00-5-588 Equipment Rental** **\$ 100,000**

FY17/18 Actual:	\$ 97,341	FY18/19 Actual:	\$ 123,082
FY19/20 Budget:	\$ 100,000	FY19/20 Projected:	\$ 90,000
Budget to Proposed	0.0%	Projected to Proposed	11.1% <span style="color: red;">△</span>

This line item is used to pay for the rental of equipment needed for maintenance and special construction projects. However, those rental costs incurred for maintenance and construction projects are only a small portion of the costs in this line item and typically account for less than 1% of the annual expenditures.

While all available City trucks are clearing streets throughout the City, specialized snow removal and snow hauling equipment is removing snow from the downtown area and the public parking lots. The City contracts loaders, trucks, and snow removal equipment for this purpose. Total expenditures are based upon the number of times that fallen snow needs to be removed from the downtown during the winter months. The winter of 2018/2019 had above average precipitation requiring the use of contractors to clear and haul snow from the downtown.

**12-00-5-589 Service to Maintain Pavements** **\$ 46,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Charges to this line item pay for contractual service dealing with asphalt repair, concrete sidewalk and curb work and guardrail repairs. Prior to FY20/21, these items were charged to the Streets Budget within the General Fund.

Included in this line item is funding set aside to begin replacing the deteriorating railings throughout the downtown area. Staff has maintained these over the past six to eight years through grinding and painting. However, combining their age, current state of disrepair and the application of salt during the winter months, a large percentage of them are beyond repair. With thirty-seven (37) railings of various sizes in need of replacement, a 5-year replacement schedule would be a fiscally-responsible method to address this issue. The City is starting the railing replacement in front of the Old Courthouse in FY20/21, as well as adding assistance railings throughout this area, to aid pedestrians in maneuvering steps.

**12-00-6-572 Ice Control Material** **\$ 260,000**

FY17/18 Actual:	\$ 148,488	FY18/19 Actual:	\$ 234,377
FY19/20 Budget:	\$ 230,000	FY19/20 Projected:	\$ 230,000
Budget to Proposed	13.0% <span style="color: red;">△</span>	Projected to Proposed	13.0% <span style="color: red;">△</span>

In FY17/18 the City participated in the joint bid process with the McHenry County Purchasing Department. The County went out for bid again in FY17/18 and the City opted to exercise its right to utilize a contract extension. As a result, the City had no option with McHenry County's joint bid in FY18/19. Therefore, in FY18/19

the City partnered in a joint bid with Lake County Department of Transportation for FY18/19 and FY19/20. Above average precipitation in the form of snow and ice during the winter of 2018/2019 created a need to purchase more road salt than that which was originally anticipated, and the contract provided for that with no change in the unit price. The City will be looking to partner with an agency for road salt in FY20/21.

Alternative ice-control products in liquid form considered to be effective that allow the City to reduce dependence on chloride-based products are purchased through a line item in the Streets Division operating budget located in the General Fund. However, these costs have been transferred back to the MFT Fund and incorporated within this line item for the FY20/21 Budget to facilitate available funding from the General Fund to meet the required debt service payment for the enhanced 2020 Streets Resurfacing Program.

<b>12-00-6-573 Materials to Maintain Pavements</b>		<b>\$ 65,000</b>	
FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item pays for materials used by City employees for maintenance of the approximately 117-centerline roadway miles. The largest expense within this line item is roadway materials (both hot and cold asphalt) used by City employees. The purchase of cement and materials for concrete sidewalk and curb repair reside within this line item. Prior to FY20/21, these items were charged to the Streets Budget with the General Fund. These costs are being transferred to the MFT Fund and incorporated within this line item for the FY20/21 Budget to facilitate available funding from the General Fund to meet the required debt service payment for the enhanced 2020 Streets Resurfacing Program.

<b>12-00-7-721 Sidewalk Replacement</b>		<b>\$ 35,000</b>	
FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item provides funds to hire a contractor to remove and replace sidewalk that has outlived its useful life. This may include sidewalk that does not meet ADA requirements, sidewalk that has a change in elevation between slabs, sidewalk that is cracked, or the construction of sidewalk where none currently exists. Prior to FY20/21, these items were charged to the General – CIP Fund Budget line item #82-08-7-704. However, these costs have been transferred to the MFT Fund and incorporated within this line item to facilitate available funding from the General Fund to meet the required debt service payment for the enhanced 2020 Streets Resurfacing Program. The transfer from the General Fund to the General – CIP Fund has been reduced to compensate for this proposed funding modification.

**12-00-7-722 Skip Patching** **\$ 51,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Prior to FY20/21 funds to administer a skip patching program were included in the street resurfacing line item within the General Fund CIP. Those costs have been broken out and included in this MFT FY20/21 Budget. These costs are being transferred to the MFT Fund and incorporated within this line item for the FY20/21 Budget to facilitate available funding from the General Fund to meet the required debt service payment for the enhanced 2020 Streets Resurfacing Program.

**12-00-7-723 Salt Storage Building** **\$ 60,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

The City can store a total of 2,000 - 2,400 ton of road salt between its two existing salt storage facilities. For a City of Woodstock’s size, this is an appropriate amount of covered storage. The City anticipates that Public Works will move from its existing site sometime in the future. As a result, it would be beneficial for the City to invest in covered storage that could be relocated at a later date. This request is for the construction of a moveable 40’ x 64’ covered salt storage building to replace an existing wood framed dome that has outlived its useful life. Funds are for the demolition of the existing dome and the construction of an AccuSteel building with wall louvers, straight end wall package, and installation.

These costs, originally programmed for the General – CIP Fund, have been transferred to the MFT Fund and incorporated within this line item to facilitate available funding from the General Fund to meet the required debt service payment for the enhanced 2020 Streets Resurfacing Program. The transfer from the General Fund to the General – CIP Fund has been reduced to compensate for this proposed funding modification.



Annual Budget  
FY20/21

# **Park Development Fund**

## Park Development Fund

The Park Development Fund is a separate fund for the accounting and tracking of Park Capital Expansion Fees (CEF) charged to new residential construction. These funds are designated for the addition of new park land, development and improvement of parks in new and existing subdivisions, and for the expansion of existing neighborhood and citywide park facilities. Funds are received from new residential development projects via park impact fees and are reserved for this use. New commercial and industrial developments do not pay Park Capital Expansion Fees.

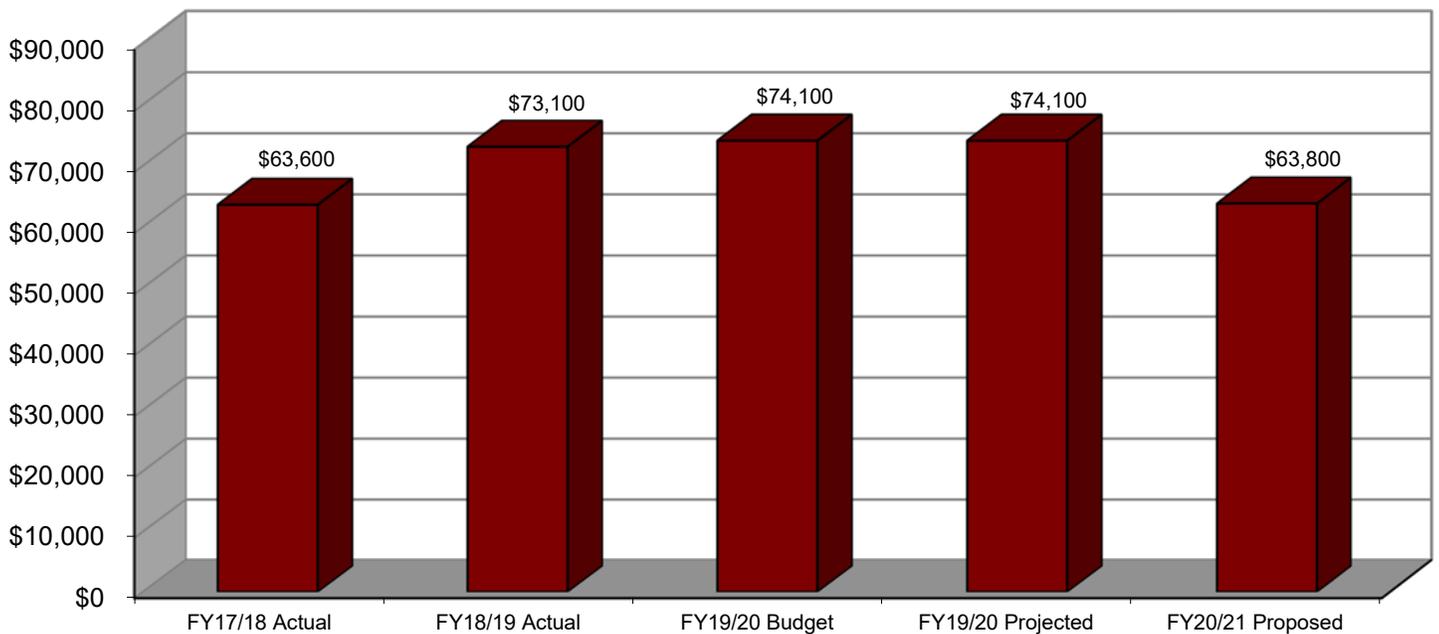


It is important to note, these funds are not reserved exclusively for the construction of new subdivision parks or limited to park development within a specific subdivision or the subdivision in which they originated. These funds can, and should, be used as a contribution for the improvement and expansion of the total park system, including upgrading and expanding equipment and facilities within existing parks.

### Objectives:

- To account for Park Capital Expansion Fees.

### BUDGET COMPARISON (Transfers to Other Funds)



## Park Development Fund

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
Beginning Fund Balance					\$ 411,600	\$ 394,700
<b>REVENUES</b>						
<b>FEES</b>						
13-00-2-383	Developer Donations	\$ 182,046	\$ 278,444	\$ 115,000	\$ 47,000	\$ 45,000
TOTAL FEES		\$ 182,046	\$ 278,444	\$ 115,000	\$ 47,000	\$ 45,000
<b>OTHER</b>						
13-00-5-381	Interest Income	\$ 2,423	\$ 7,120	\$ 8,500	\$ 10,200	\$ 7,500
TOTAL OTHER		\$ 2,423	\$ 7,120	\$ 8,500	\$ 10,200	\$ 7,500
<b>TOTAL REVENUES (BEFORE TRANSFERS)</b>		<u>\$ 184,469</u>	<u>\$ 285,564</u>	<u>\$ 123,500</u>	<u>\$ 57,200</u>	<u>\$ 52,500</u>
<b>TRANSFERS (TO)/FROM OTHER FUNDS</b>						
13-00-9-888	Transfer to General Corporate CIP Fund	\$ (20,000)	\$ (30,000)	\$ (30,000)	\$ (30,000)	\$ (20,000)
13-00-9-889	Transfer to Debt Service Fund	(43,600)	(43,100)	(44,100)	(44,100)	(43,800)
TOTAL TRANSFERS (TO)/FROM OTHER FUNDS		\$ (63,600)	\$ (73,100)	\$ (74,100)	\$ (74,100)	\$ (63,800)
<b>TOTAL REVENUES (AFTER TRANSFERS)</b>		<u>\$ 120,869</u>	<u>\$ 212,464</u>	<u>\$ 49,400</u>	<u>\$ (16,900)</u>	<u>\$ (11,300)</u>
<b>EXPENSES</b>						
<b>TOTAL PARK DEVELOPMENT FUND EXPENSES</b>		\$ -	\$ -	\$ -	\$ -	\$ -
<b>NET INCREASE (DECREASE)</b>		\$ 120,869	\$ 212,464	\$ 49,400	\$ (16,900)	\$ (11,300)
Ending Fund Balance					\$ 394,700	\$ 383,400

## Park Development Fund Line Item Descriptions

13-00-2-383 Developer Donations				\$ 45,000
FY17/18 Actual:	\$ 182,046	FY18/19 Actual:	\$ 278,444	
FY19/20 Budget:	\$ 115,000	FY19/20 Projected:	\$ 47,000	
Budget to Proposed	-60.9% ▽	Projected to Proposed	-4.3% ▽	

Revenue that is a direct result of the collection of impact fees that are paid by new residential development is recorded here. In the past, the City has accepted property donations in lieu of future developer contributions for Park Capital Expansion Fees. Therefore, despite the recent increase in new construction, many of these new homes were built in areas where the City had already received land. Developer Donation revenue has been negatively impacted by a reduction in residential building activity, as the infill lots have been for the most part developed, requiring the installation of infrastructure for future development.

**13-00-5-381 Interest Income \$ 7,500**

FY17/18 Actual:	\$ 2,423	FY18/19 Actual:	\$ 7,120
FY19/20 Budget:	\$ 8,500	FY19/20 Projected:	\$ 10,200
Budget to Proposed	-11.8% ▽	Projected to Proposed	-26.5% ▽

Funds are transferred from the Park Development Fund on an annual basis to pay for the planned park improvement projects for that year. The remaining money that has been received from developer park fees stays within this fund and accumulates over the years. This cash is then invested with the income recorded in this line item.

**13-00-9-888 Transfer (to) General Corporate – CIP Fund (\$ 20,000)**

FY17/18 Actual:	(\$ 20,000)	FY18/19 Actual:	(\$ 30,000)
FY19/20 Budget:	(\$ 30,000)	FY19/20 Projected:	(\$ 30,000)
Budget to Proposed	-33.3% ▽	Projected to Proposed	-33.3% ▽

There are no expenditures included within this budget to pay for park improvements or the completion of new park development. Rather, funds are transferred to the City's General Corporate - CIP Fund to pay for the cost of park improvements each year.

**13-00-9-889 Transfer (to) Debt Service Fund (\$ 43,800)**

FY17/18 Actual:	(\$ 43,600)	FY18/19 Actual:	(\$ 43,100)
FY19/20 Budget:	(\$ 44,100)	FY19/20 Projected:	(\$ 44,100)
Budget to Proposed	-0.7% ▽	Projected to Proposed	-0.7% ▽

In FY02/03, the City Council approved the purchase of the Woodstock Athletic Club and the conversion of this facility into a Community Recreation Center. In addition to the purchase of the land, building and existing club membership, the City Council included another \$600,000 in financing to construct a gymnasium and multi-purpose rooms. These improvements were paid using bond proceeds. It was agreed that the construction of the gymnasium and multi-purpose rooms, 40% of the bond, would be paid by Park Development Fees. The remaining portion would be paid by club memberships and user fees reported in the Recreation Center Fund so that no tax dollars were required for the purchase, renovation or expansion of this facility.

Costs related to construction of Merryman Fields and Davis Road Soccer Complex were originally to be paid from the Park Development Fund; however, because of the significant decrease in this revenue, these expenses are currently being paid by the General Corporate – CIP Fund and Environmental Management Fund, respectively.



Annual Budget  
FY20/21

# **Administrative Adjudication**

## Administrative Adjudication

The City of Woodstock’s Administration Adjudication Division allows for the prompt resolution of a wide range of cases involving violations of municipal ordinances that were once heard in the McHenry County Circuit Court, allowing the Circuit Court to focus on more serious offenses. Hearings at City Hall not only expedite resolutions, but also reduce litigation expenses and are more convenient for residents and visitors who wish to contest a ticket or other citation.



An administrative adjudication hearing is a civil, not a criminal, proceeding. Cases are punishable by fines and judgments can also include community service as well as mandatory compliance. These cases; however, cannot address matters that could result in the eventual incarceration of the violator. Under the administrative hearing system, an Administrative Law Judge – as distinct from the City or entity that issued the ticket, complaint, or notice of violation - hears cases. Administrative Law Judges, all of whom are experienced attorneys, are required to undergo state-mandated training to ensure that hearings are run in a professional, fair, and courteous manner.

### Objectives:

- Provide an alternative venue from Circuit Court to litigate issues in a professional and fair manner.
- Manage Local Debt Recovery process to secure payments from violators.
- Evaluate and adjust fees where appropriate to encourage compliance.
- Require payment of fines and penalties if violations are not resolved in a timely manner.

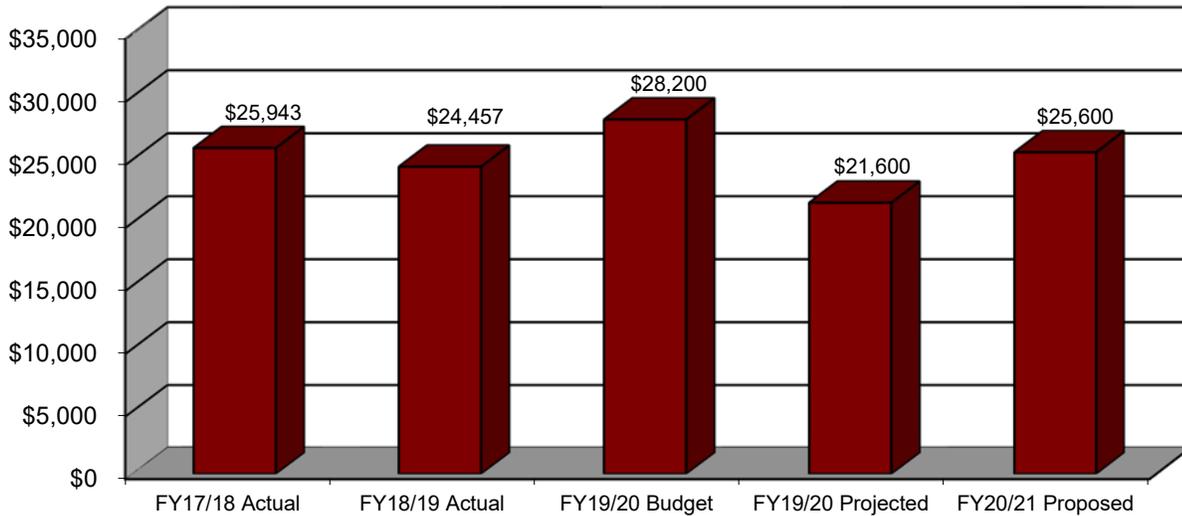
### Performance Measures

Item	Goal	Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Estimated
Cases Adjudicated		Number of cases adjudicated	375	490	350
Percent of Revenue to Expenses	Cover Cost of Running Administrative Adjudication Program		50%	65%	57%
Fine Collection Rate	Increase the rate of collection for fines issued		39%	67%	60%

## Administrative Adjudication Fund

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
Beginning Fund Balance					\$ -	\$ -
<b>REVENUES</b>						
<b>FEES</b>						
14-00-3-321	Administrative Adjudication Fees	\$ 7,650	\$ 6,712	\$ 7,000	\$ 4,000	\$ 6,500
14-00-3-325	Processing Fees	14,765	11,711	11,000	9,400	11,000
<b>TOTAL FEES</b>		<b>\$ 22,415</b>	<b>\$ 18,423</b>	<b>\$ 18,000</b>	<b>\$ 13,400</b>	<b>\$ 17,500</b>
<b>TOTAL REVENUES (BEFORE TRANSFERS)</b>		<b>\$ 22,415</b>	<b>\$ 18,423</b>	<b>\$ 18,000</b>	<b>\$ 13,400</b>	<b>\$ 17,500</b>
<b>TRANSFERS (TO)/FROM OTHER FUNDS</b>						
14-00-9-396	Transfer from General Corp Fund	\$ 3,528	\$ 6,035	\$ 10,200	\$ 8,200	\$ 8,100
<b>TOTAL TRANSFERS (TO)/FROM OTHER FUNDS</b>		<b>\$ 3,528</b>	<b>\$ 6,035</b>	<b>\$ 10,200</b>	<b>\$ 8,200</b>	<b>\$ 8,100</b>
<b>TOTAL REVENUES (AFTER TRANSFERS)</b>		<b>\$ 25,943</b>	<b>\$ 24,458</b>	<b>\$ 28,200</b>	<b>\$ 21,600</b>	<b>\$ 25,600</b>
<b>EXPENSES</b>						
<b>SALARIES</b>						
14-00-3-431	Administrative Clerk	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500
<b>TOTAL SALARIES</b>		<b>\$ 5,500</b>	<b>\$ 5,500</b>	<b>\$ 5,500</b>	<b>\$ 5,500</b>	<b>\$ 5,500</b>
<b>PERSONAL SERVICES</b>						
14-00-4-450	Administrative Judge	\$ 7,178	\$ 8,881	\$ 8,000	\$ 10,000	\$ 10,000
<b>TOTAL PERSONAL SERVICES</b>		<b>\$ 7,178</b>	<b>\$ 8,881</b>	<b>\$ 8,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
<b>CONTRACTUAL SERVICES</b>						
14-00-5-502	Legal Services	\$ 13,213	\$ 10,019	\$ 14,500	\$ 6,000	\$ 10,000
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>\$ 13,213</b>	<b>\$ 10,019</b>	<b>\$ 14,500</b>	<b>\$ 6,000</b>	<b>\$ 10,000</b>
<b>COMMODITIES</b>						
14-00-6-601	Postage	\$ 52	\$ 57	\$ 100	\$ 100	\$ 100
14-00-6-606	Supplies	-	-	100	-	-
<b>TOTAL COMMODITIES</b>		<b>\$ 52</b>	<b>\$ 57</b>	<b>\$ 200</b>	<b>\$ 100</b>	<b>\$ 100</b>
<b>TOTAL AMINISTRATIVE ADJUDICATION FUND EXPENSES</b>		<b>\$ 25,943</b>	<b>\$ 24,457</b>	<b>\$ 28,200</b>	<b>\$ 21,600</b>	<b>\$ 25,600</b>
<b>NET INCREASE (DECREASE)</b>		<b>\$ -</b>	<b>\$ 1</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## BUDGET COMPARISON



### Administrative Adjudication Fund Line Item Descriptions

#### 14-00-3-321 Administrative Adjudication Fees \$ 6,500

FY17/18 Actual:	\$ 7,650	FY18/19 Actual:	\$ 6,712
FY19/20 Budget:	\$ 7,000	FY19/20 Projected:	\$ 4,000
Budget to Proposed	-7.1% ▽	Projected to Proposed	62.5% △

This line item accounts for the revenues (\$50/case) received for the court costs charged to violators who attend an Administrative Adjudication Hearing and are found by the Administrative Law Judge to be in violation of the City's Codes/Ordinances. Residents and/or visitors not in violation are not required to pay this fee.

#### 14-00-3-325 Processing Fees \$ 11,000

FY17/18 Actual:	\$ 14,765	FY18/19 Actual:	\$ 11,711
FY19/20 Budget:	\$ 11,000	FY19/20 Projected:	\$ 9,400
Budget to Proposed	0.0%	Projected to Proposed	17.0% △

This line item represents a portion of the fine revenues required to offset the costs for this program. The City previously paid these costs through fines processed by the McHenry County Circuit Clerk's Office. The City charges 25% of the fine amount to offset the corresponding costs of Administrative Adjudication. In many cases, this amount is less than the fees currently being paid. The remaining fine revenues are reported directly within the corresponding Departments of the City.

**14-00-9-396 Transfer from General Fund \$ 8,100**

FY17/18 Actual:	\$ 3,528	FY18/19 Actual:	\$ 6,035
FY19/20 Budget:	\$ 10,200	FY19/20 Projected:	\$ 8,200
Budget to Proposed	-20.6% ▽	Projected to Proposed	-1.2% ▽

This line item amount reflects the annual transfer from the General Fund to offset expenditures within the Administrative Adjudication Fund, which could not be recovered by program revenues.

**14-00-3-431 Administrative Clerk \$ 5,500**

FY17/18 Actual:	\$ 5,500	FY18/19 Actual:	\$ 5,500
FY19/20 Budget:	\$ 5,500	FY19/20 Projected:	\$ 5,500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

Personnel costs for the City to administer the program are reported within this account. Currently most of these duties are being provided by the Department of Building and Zoning.

**14-00-4-450 Administrative Judge \$ 10,000**

FY17/18 Actual:	\$ 7,178	FY18/19 Actual:	\$ 8,881
FY19/20 Budget:	\$ 8,000	FY19/20 Projected:	\$ 10,000
Budget to Proposed	25.0% △	Projected to Proposed	0.0%

This line item is used to pay the contracted salary of the Administrative Judge. The budget amount requested is based on a historic number of cases handled by the City.

**14-00-5-502 Legal Services \$ 10,000**

FY17/18 Actual:	\$ 13,213	FY18/19 Actual:	\$ 10,019
FY19/20 Budget:	\$ 14,500	FY19/20 Projected:	\$ 6,000
Budget to Proposed	-31.0% ▽	Projected to Proposed	66.7% △

Funds in this line item are used to cover the cost of legal services provided by the City Attorney during the Administrative Adjudication proceedings. Although the amount of funds expended will vary based on the degree of enforcement activity, the amount proposed reflects the same hourly discounted rate charged by the City Attorney for other communities engaged in administrative adjudication programs.

**14-00-6-601 Postage \$ 100**

FY17/18 Actual:	\$ 52	FY18/19 Actual:	\$ 57
FY19/20 Budget:	\$ 100	FY19/20 Projected:	\$ 100
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item is used for postage expenses incurred by the adjudication process, which includes the cost of mailing required notices and citations to Code violators and defendants.

**14-00-6-606 Supplies****\$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 100	FY19/20 Projected:	\$ 0
Budget to Proposed	100.0% ▾	Projected to Proposed	N/A

Expenses typically covered by this line item include materials used during the adjudication process, such as USB flash drives for recording adjudication proceedings, nameplates, paper and pens, print cartridges, labels and folders for the filing of adjudication records, as well as printer/copier and computer supplies.



Annual Budget  
FY20/21

# Wireless Alarm System

## Wireless Alarm Fund

A wireless alarm system is an important aspect of public safety as it gives a direct link from businesses' alarms to the Woodstock Police Department (WPD), which can greatly accelerate response times. Over the years, the technology utilized to monitor fire/burglar alarms has seen rapid advancements that not only improve the reliability of these alarm transmissions to the respective dispatch centers, but also reduce the respective costs for providing these services to the end users.



In FY09/10, the City of Woodstock decided that it was in the best interest of the City and its businesses to provide the service of connecting their associated alarms to the WPD. This decision was made as it would give the City direct control over the wireless alarm system along with generating monthly savings for 99% of the City's businesses. To maintain the system, the City has entered into an intergovernmental agreement with the Woodstock Fire/Rescue District to provide many important functions including initial assessments of alarm malfunctions.

### Objectives:

- Provide a wireless alarm system in a reliable, cost-effective manner.
- Ensure there are adequate reserves for equipment replacement.

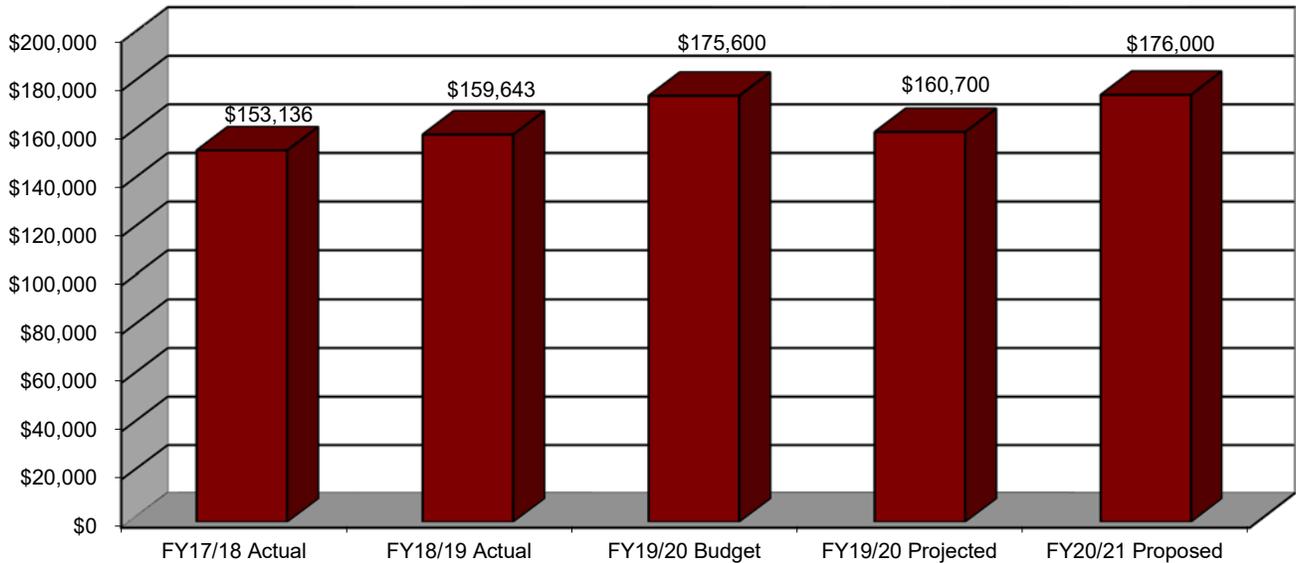
### Performance Measures:

Item	Goal	Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Estimated
Number of Wireless Fire Accounts	Increase Number of Accounts		248	253	267
Number of Wireless Security Accounts	Increase Number of Accounts		9	8	8

## Wireless Alarm Fund

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
Beginning Fund Balance					\$ 413,400	\$ 448,400
<b>REVENUES</b>						
<b>CHARGES FOR SERVICES</b>						
15-00-3-301	Alarm Charges	\$ 278,430	\$ 282,397	\$ 283,000	\$ 293,300	\$ 298,000
15-00-3-330	Late Payment Fees	495	1,503	1,500	1,900	1,200
15-00-3-350	New Alarm Connection Fees	420	420	500	500	500
<b>TOTAL FEES</b>		<b>\$ 279,345</b>	<b>\$ 284,320</b>	<b>\$ 285,000</b>	<b>\$ 295,700</b>	<b>\$ 299,700</b>
<b>TOTAL REVENUES (BEFORE TRANSFERS)</b>		<b>\$ 279,345</b>	<b>\$ 284,320</b>	<b>\$ 285,000</b>	<b>\$ 295,700</b>	<b>\$ 299,700</b>
<b>TRANSFERS (TO)/FROM OTHER FUNDS</b>						
15-00-9-893	Transfer to Police Protection Fund	\$ (100,000)	\$ (100,000)	\$ (100,000)	\$ (100,000)	\$ (100,000)
<b>TOTAL TRANSFERS (TO)/FROM OTHER FUNDS</b>		<b>\$ (100,000)</b>				
<b>TOTAL REVENUES (AFTER TRANSFERS)</b>		<b>\$ 179,345</b>	<b>\$ 184,320</b>	<b>\$ 185,000</b>	<b>\$ 195,700</b>	<b>\$ 199,700</b>
<b>EXPENSES</b>						
<b>SALARIES</b>						
15-00-3-407	Administrative Assistance	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500
<b>TOTAL SALARIES</b>		<b>\$ 12,500</b>				
<b>CONTRACTUAL SERVICES</b>						
15-00-5-501	Communications	\$ 1,928	\$ 2,329	\$ 2,400	\$ 2,300	\$ 2,300
15-00-5-502	Legal Services	-	-	100	-	300
15-00-5-512	WFRD Administrative Fees	53,946	54,702	54,500	56,400	56,700
15-00-5-522	WPD Monitoring Fees	55,890	56,106	55,600	58,300	58,700
15-00-5-550	Service to Maintain Equipment	21,775	25,925	24,000	24,000	24,000
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>\$ 133,539</b>	<b>\$ 139,062</b>	<b>\$ 136,600</b>	<b>\$ 141,000</b>	<b>\$ 142,000</b>
<b>COMMODITIES</b>						
15-00-6-601	Postage	\$ 1,340	\$ 856	\$ 1,400	\$ 1,400	\$ 1,400
15-00-6-606	Supplies	104	22	100	100	100
<b>TOTAL COMMODITIES</b>		<b>\$ 1,444</b>	<b>\$ 878</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
<b>CAPITAL OUTLAY</b>						
15-00-7-720	Equipment	\$ 5,653	\$ 7,203	\$ 25,000	\$ 5,700	\$ 20,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 5,653</b>	<b>\$ 7,203</b>	<b>\$ 25,000</b>	<b>\$ 5,700</b>	<b>\$ 20,000</b>
<b>TOTAL WIRELESS ALARM FUND EXPENSES</b>		<b>\$ 153,136</b>	<b>\$ 159,643</b>	<b>\$ 175,600</b>	<b>\$ 160,700</b>	<b>\$ 176,000</b>
<b>NET INCREASE (DECREASE)</b>		<b>\$ 26,209</b>	<b>\$ 24,677</b>	<b>\$ 9,400</b>	<b>\$ 35,000</b>	<b>\$ 23,700</b>
Ending Fund Balance					\$ 448,400	\$ 472,100

## BUDGET COMPARISON



### Wireless Alarm Fund Line Item Descriptions

#### 15-00-3-301 Alarm Charges \$ 298,000

FY17/18 Actual:	\$ 278,430	FY18/19 Actual:	\$ 282,397
FY19/20 Budget:	\$ 283,000	FY19/20 Projected:	\$ 293,300
Budget to Proposed	5.3% $\triangle$	Projected to Proposed	1.6% $\triangle$

This line item represents the monthly user charges for monitoring the respective alarms. The system users have not only benefitted from the initial savings, but sustained long-term price stabilization, as no increases have been imposed to these services in ten consecutive years.

#### 15-00-3-330 Late Payment Fees \$ 1,200

FY17/18 Actual:	\$ 495	FY18/19 Actual:	\$ 1,503
FY19/20 Budget:	\$ 1,500	FY19/20 Projected:	\$ 1,900
Budget to Proposed	-20.0% $\nabla$	Projected to Proposed	-36.8% $\nabla$

This line item is used to record the late payment fees that relate to this function. Customers that pay after the monthly due date are subject to a 10% late fee. The WFRD is assisting with these collections and as a last resort the alarm monitoring service may be temporarily suspended. The City may also send delinquent accounts through the Administrative Adjudication process.

**15-00-3-350 New Alarm Connection Fees \$ 500**

FY17/18 Actual:	\$ 420	FY18/19 Actual:	\$ 420
FY19/20 Budget:	\$ 500	FY19/20 Projected:	\$ 500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

New developments are required to pay the costs for installing the subscriber unit(s), similar to the existing procedures used by the City for its water meters.

**15-00-9-893 Transfer to Police Protection Fund (\$ 100,000)**

FY17/18 Actual:	(\$ 100,000)	FY18/19 Actual:	(\$ 100,000)
FY19/20 Budget:	(\$ 100,000)	FY19/20 Projected:	(\$ 100,000)
Budget to Proposed	0.0%	Projected to Proposed	0.0%

A transfer is made each year to the Police Protection Fund to help offset the cost of dispatching alarm calls.

**15-00-3-407 Administrative Assistance \$ 12,500**

FY17/18 Actual:	\$ 12,500	FY18/19 Actual:	\$ 12,500
FY19/20 Budget:	\$ 12,500	FY19/20 Projected:	\$ 12,500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

The Finance Department provides billing and administrative support services on behalf of this function.

**15-00-5-501 Communications \$ 2,300**

FY17/18 Actual:	\$ 1,928	FY18/19 Actual:	\$ 2,329
FY19/20 Budget:	\$ 2,400	FY19/20 Projected:	\$ 2,300
Budget to Proposed	-4.2% ▽	Projected to Proposed	0.0%

Funding is provided for the cost of network connectivity with NERCOM, the City's consolidated dispatch center.

**15-00-5-502 Legal Services \$ 300**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 100	FY19/20 Projected:	\$ 0
Budget to Proposed	200.0% △	Projected to Proposed	N/A

Expenses related to legal review of proposed contracts and other issues related to operating the City's Wireless Network.

**15-00-5-512 Woodstock Fire/Rescue District (WFRD) Administrative Fees \$ 56,700**

FY17/18 Actual:	\$ 53,946	FY18/19 Actual:	\$ 54,702
FY19/20 Budget:	\$ 54,500	FY19/20 Projected:	\$ 56,400
Budget to Proposed	4.0% <span style="color: red;">△</span>	Projected to Proposed	0.5% <span style="color: red;">△</span>

The WFRD, working in partnership with the Woodstock Police Department, is responsible for distributing program materials, program signups and contract executions, maintenance oversight, annual fire alarm tests, initial assessments of on-site alarm malfunctions, and supervision of the contractor’s repairs. In order to offset the WFRD's costs for assisting with the administration of the wireless project, 20% of the user charges related to the fire alarms is allocated to the WFRD.

**15-00-5-522 Woodstock Police Department (WPD) Monitoring Fees \$ 58,700**

FY17/18 Actual:	\$ 55,890	FY18/19 Actual:	\$ 56,106
FY19/20 Budget:	\$ 55,600	FY19/20 Projected:	\$ 58,300
Budget to Proposed	5.6% <span style="color: red;">△</span>	Projected to Proposed	0.7% <span style="color: red;">△</span>

The Woodstock Police Department (WPD) had received \$10/alarm per quarter prior to the City providing this service to offset monitoring costs. The actual costs to provide the daily monitoring of these alarms far exceeded the revenue that was received. When the City began to offer the wireless alarm program, it was decided to continue this practice to partially offset the related costs. The WPD is also reimbursed for security alarms that are monitored by the dispatch center.

**15-00-5-550 Service to Maintain Equipment \$ 24,000**

FY17/18 Actual:	\$ 21,775	FY18/19 Actual:	\$ 25,925
FY19/20 Budget:	\$ 24,000	FY19/20 Projected:	\$ 24,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

In accordance with the City’s agreement with Fox Valley Fire & Safety Company, the City’s maintenance cost for the alarm network is based on a monthly fee of \$6.75 per subscriber unit. In addition, the Keltron system requires an annual software maintenance fee of \$1,300.

**15-00-6-601 Postage \$ 1,400**

FY17/18 Actual:	\$ 1,340	FY18/19 Actual:	\$ 856
FY19/20 Budget:	\$ 1,400	FY19/20 Projected:	\$ 1,400
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item is used for postage expenses incurred for the mailing of monthly invoices to the commercial businesses that participate within the program.

**15-00-6-606 Supplies** **\$ 100**

FY17/18 Actual:	\$ 104	FY18/19 Actual:	\$ 22
FY19/20 Budget:	\$ 100	FY19/20 Projected:	\$ 100
Budget to Proposed	0.0%	Projected to Proposed	0.0%

Expenses typically covered by this line item include materials used for the day-to-day administration of the wireless alarm program, such as paper and pens, print cartridges, labels and folders for the filing of records, as well as printer/copier and computer supplies.

**15-00-7-720 Equipment** **\$ 20,000**

FY17/18 Actual:	\$ 5,653	FY18/19 Actual:	\$ 7,203
FY19/20 Budget:	\$ 25,000	FY19/20 Projected:	\$ 5,700
Budget to Proposed	-20.0% ▽	Projected to Proposed	250.9% △

This line item is to pay for equipment and software upgrades to the system as is necessary.



Annual Budget  
FY20/21

# **Special Recreation Fund (NISRA)**

## Special Recreation Fund (NISRA)

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The Special Recreation Fund was created in order to collect property taxes (currently \$0.032120 cents/\$100 EAV) for the purpose of providing recreational activities for those individuals requiring specialized programming. A majority of these funds are transferred to the Northern Illinois Special Recreation Association (NISRA) to satisfy the contract the City has with the Association to provide specialized recreation services to our residents. Woodstock is one of thirteen agencies that are currently members of NISRA.



NISRA plays an extremely important role in rounding out the City's recreational services and provides high-quality programming. Many of these programs are held in the same facilities as our general recreation programs, enabling the NISRA participants to be active members of the Woodstock community. Additionally, NISRA staff provides the City staff with planning and staffing assistance as the City seeks to comply with the Americans with Disabilities Act (ADA) through transitional and inclusive programming, and by offering planning and design evaluations and idea-sharing.

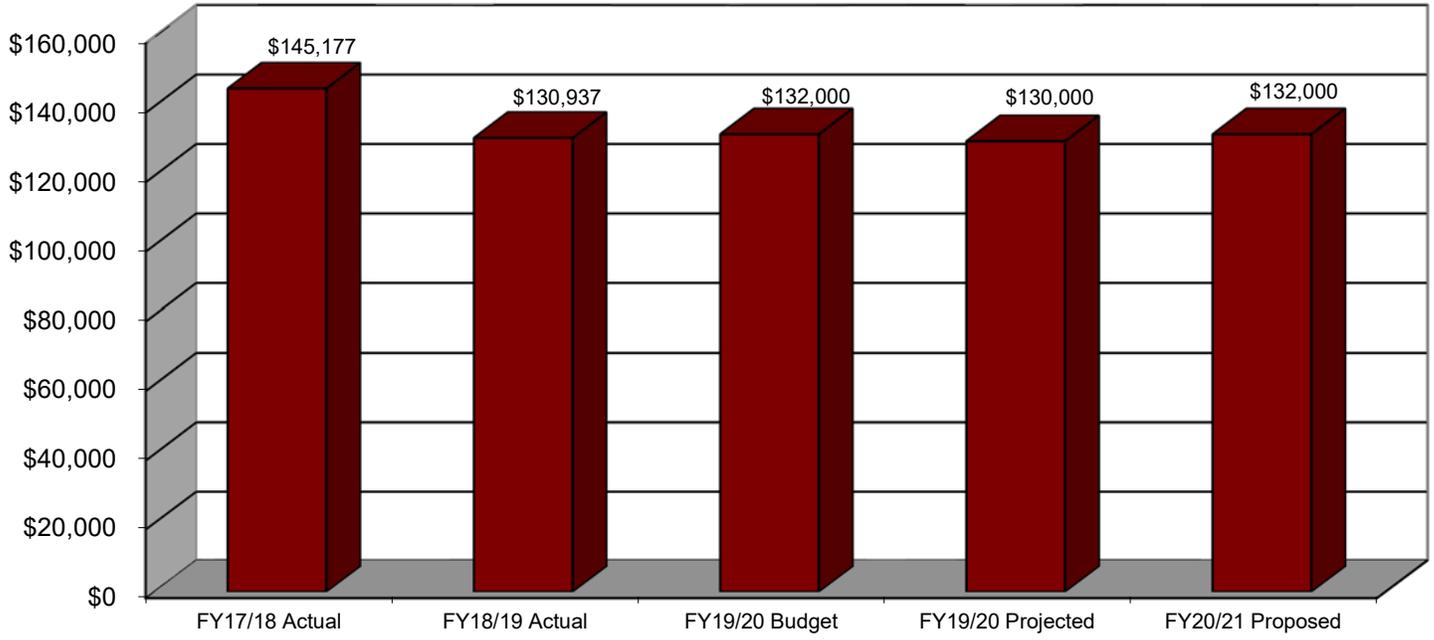
### FY19/20 Accomplishments

- NISRA's professional therapeutic recreation specialists and volunteers provided programming to approximately 200 separate Woodstock residents.
- Funded the purchase of ADA-compliant fitness equipment used by NISRA participants at the Recreation Center.
- Funded training for the School of Expression Art & Learning (SEAL) students (formerly SEDOM students) who are employed at the Recreation Center.
- Funded the annual ADA and inclusion training for full-time staff, Playground Program aides, and Aquatic Center staff.
- Funded one-to-one inclusion assistance for those with special needs who requested to participate in Recreation Department programs as required by ADA.

### FY20/21 Goals and Objectives

- The City will remain a member of NISRA to provide indoor and outdoor recreation programs at the Recreation Center, Aquatic Center, and Emricson Park for Woodstock residents with disabilities and for at-risk youth and veterans.

## BUDGET COMPARISON



## Special Recreation Fund

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
Beginning Fund Balance					\$ 70,900	\$ 78,100
<b>REVENUES</b>						
<b>TAXES</b>						
16-00-1-311	Property Taxes	\$ 155,099	\$ 154,805	\$ 155,500	\$ 155,200	\$ 150,000
TOTAL TAXES		\$ 155,099	\$ 154,805	\$ 155,500	\$ 155,200	\$ 150,000
<b>TOTAL REVENUES (BEFORE TRANSFERS)</b>		<u>\$ 155,099</u>	<u>\$ 154,805</u>	<u>\$ 155,500</u>	<u>\$ 155,200</u>	<u>\$ 150,000</u>
<b>TRANSFERS (TO)/FROM OTHER FUNDS</b>						
16-00-9-401	Transfer to General Corp Fund	\$ (18,000)	\$ (18,000)	\$ (18,000)	\$ (18,000)	\$ (18,000)
TOTAL TRANSFERS (TO)/FROM OTHER FUNDS		\$ (18,000)	\$ (18,000)	\$ (18,000)	\$ (18,000)	\$ (18,000)
<b>TOTAL REVENUES (AFTER TRANSFERS)</b>		<u>\$ 137,099</u>	<u>\$ 136,805</u>	<u>\$ 137,500</u>	<u>\$ 137,200</u>	<u>\$ 132,000</u>
<b>EXPENSES</b>						
<b>PERSONAL SERVICES</b>						
16-00-4-452	Administration & Training	\$ 6,367	\$ 6,394	\$ 7,000	\$ 6,000	\$ 7,000
TOTAL PERSONAL SERVICES		\$ 6,367	\$ 6,394	\$ 7,000	\$ 6,000	\$ 7,000
<b>CONTRACTUAL SERVICES</b>						
16-00-5-536	Rec Supplement to Newsletter	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
16-00-5-544	Building Rental	6,000	6,000	6,000	6,000	6,000
TOTAL CONTRACTUAL SERVICES		\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
<b>CAPITAL OUTLAY</b>						
16-00-7-720	Equipment	\$ 29,935	\$ 15,668	\$ 15,000	\$ 15,000	\$ 15,000
TOTAL CAPITAL OUTLAY		\$ 29,935	\$ 15,668	\$ 15,000	\$ 15,000	\$ 15,000
<b>OTHER</b>						
16-00-8-870	NISRA Contract	\$ 96,875	\$ 96,875	\$ 98,000	\$ 97,000	\$ 98,000
TOTAL OTHER		\$ 96,875	\$ 96,875	\$ 98,000	\$ 97,000	\$ 98,000
<b>TOTAL SPECIAL RECREATION FUND EXPENSES</b>		<u>\$ 145,177</u>	<u>\$ 130,937</u>	<u>\$ 132,000</u>	<u>\$ 130,000</u>	<u>\$ 132,000</u>
<b>NET INCREASE (DECREASE)</b>		\$ (8,078)	\$ 5,868	\$ 5,500	\$ 7,200	\$ -
Ending Fund Balance					\$ 78,100	\$ 78,100

## Special Recreation Fund Line Item Descriptions

### 16-00-1-311 Property Tax \$ 150,000

FY17/18 Actual:	\$ 155,099	FY18/19 Actual:	\$ 154,805
FY19/20 Budget:	\$ 155,500	FY19/20 Projected:	\$ 155,200
Budget to Proposed	-3.5% ▽	Projected to Proposed	-3.4% ▽

A maximum of \$.04 per \$100 EAV can be levied to fund special recreation programs. Woodstock's current tax levy rate is \$0.032120 cents per \$100 EAV.

### 16-00-9-401 Transfer to General Corp Fund (\$ 18,000)

FY17/18 Actual:	(\$ 18,000)	FY18/19 Actual:	(\$ 18,000)
FY19/20 Budget:	(\$ 18,000)	FY19/20 Projected:	(\$ 18,000)
Budget to Proposed	0.0%	Projected to Proposed	0.0%

To compensate for the time the City's Recreation Director spends on NISRA activities, such as attending Board of Directors' meetings, committee meetings, and recognition functions, a portion of his salary is charged to the Special Recreation Fund. The Recreation Director currently serves on the Finance and Strategic Planning Committees.

### 16-00-4-452 Administration & Training \$ 7,000

FY17/18 Actual:	\$ 6,367	FY18/19 Actual:	\$ 6,394
FY19/20 Budget:	\$ 7,000	FY19/20 Projected:	\$ 6,000
Budget to Proposed	0.0%	Projected to Proposed	16.7% △

This line item represents charges to the Special Recreation Fund for expenses related to training for the SEAL students who are employed at the Rec Center; the Director's cost of traveling to NISRA meetings; for the annual ADA and inclusion training for full-time staff, Playground Program aides, and Aquatic Center personnel; and one-on-one inclusion assistance as required by ADA.

### 16-00-5-536 Rec Supplement to Newsletter \$ 6,000

FY17/18 Actual:	\$ 6,000	FY18/19 Actual:	\$ 6,000
FY19/20 Budget:	\$ 6,000	FY19/20 Projected:	\$ 6,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item represents charges to the Special Recreation Fund for expenses related to publicizing NISRA programs in the City Scene.

### 16-00-5-544 Building Rental \$ 6,000

FY17/18 Actual:	\$ 6,000	FY18/19 Actual:	\$ 6,000
FY19/20 Budget:	\$ 6,000	FY19/20 Projected:	\$ 6,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item reflects charges to the Special Recreation Fund for expenses related to the use of the Aquatic Center and the Recreation Center by NISRA participants.

**16-00-7-720 Equipment \$ 15,000**

FY17/18 Actual:	\$ 29,935	FY18/19 Actual:	\$ 15,668
FY19/20 Budget:	\$ 15,000	FY19/20 Projected:	\$ 15,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item reflects charges for a portion of the purchase and maintenance of the Recreation Center’s fitness equipment to compensate for use by NISRA participants, Threshold residents, and other users with special needs. In FY16/17, the equipment was not delivered until May of 2017, so those costs were charged in FY17/18.

**16-00-8-870 NISRA Contract \$ 98,000**

FY17/18 Actual:	\$ 96,875	FY18/19 Actual:	\$ 96,875
FY19/20 Budget:	\$ 98,000	FY19/20 Projected:	\$ 97,000
Budget to Proposed	0.0%	Projected to Proposed	1.0%△

This line item reflects the payment to NISRA to satisfy the contract the City has with the Association to provide specialized recreation services to our residents.



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# **Liability Insurance Fund**

## Liability Insurance Fund

The Liability Insurance Fund provides for the insurance needs of the City of Woodstock, exclusive of employee health and life insurance. Beginning in FY18/19, insurance premiums for the Library and Water/Sewer Fund were allocated directly to those funds.



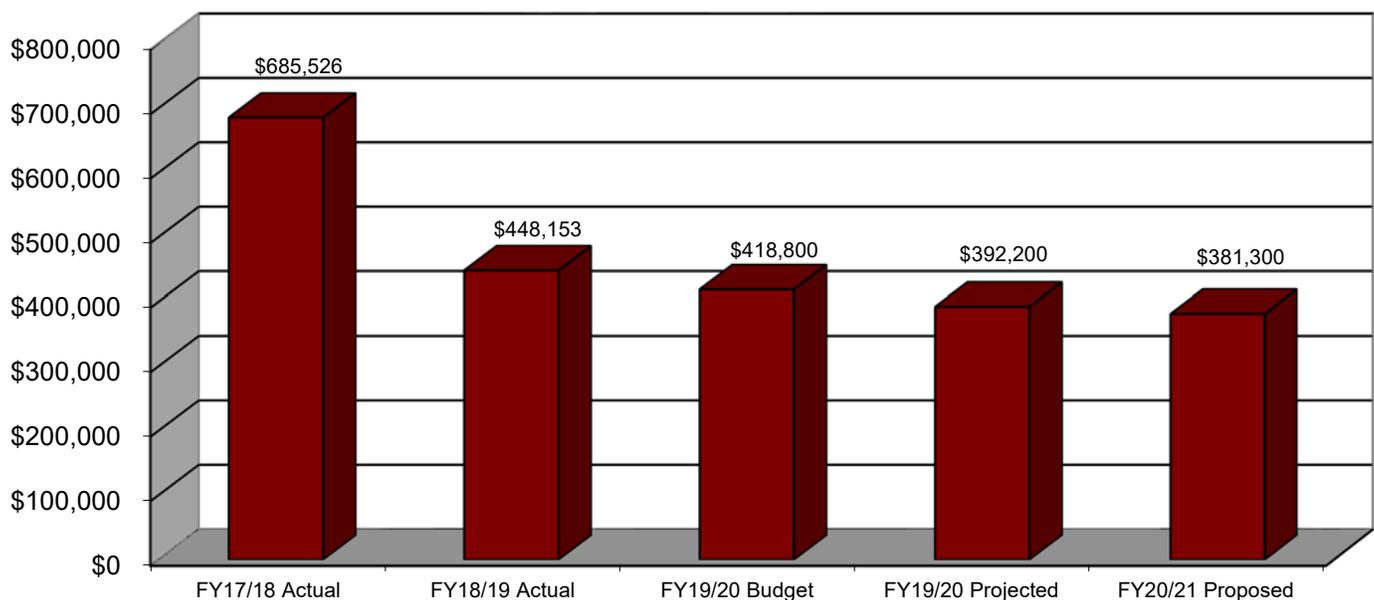
Since 1987, the City of Woodstock has obtained this coverage via its founding membership in the McHenry County Municipal Risk Management Association (MCMRMA). MCMRMA is currently comprised of the following units of local government: City of Woodstock, City of McHenry, Village of Algonquin, Village of Fox River Grove, Village of Island Lake, Village of Spring Grove, and Woodstock Fire/Rescue District.

MCMRMA is a self-funded program, pooling various risks with the entities previously mentioned. Premiums are assessed based on a variety of factors that indicate the level of risk being transferred to the pool, such as number of employees and vehicles, total payroll, value of properties, and past loss experience. MCMRMA also provides training programs to its members as a mechanism to reduce future claims.

### Objectives:

- To account for costs related to providing liability and workers' compensation insurance coverage for the City of Woodstock.
- Reduce claims through risk management programs such as employee training provided by MCMRMA.
- To maintain a reserve, currently established at \$1,000,000, to cover unforeseen major claims.

## BUDGET COMPARISON



## Liability Insurance Fund

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
Beginning Fund Balance					\$ 1,771,400	\$ 1,848,800
<b>REVENUES</b>						
<b>TAXES</b>						
21-00-1-311	Property Tax	\$ 552,057	\$ 484,317	\$ 430,000	\$ 429,000	\$ 355,000
TOTAL TAXES		\$ 552,057	\$ 484,317	\$ 430,000	\$ 429,000	\$ 355,000
<b>OTHER</b>						
21-00-5-381	Interest Income	\$ 20,417	\$ 33,065	\$ 38,500	\$ 40,600	\$ 29,700
TOTAL OTHER		\$ 20,417	\$ 33,065	\$ 38,500	\$ 40,600	\$ 29,700
<b>TOTAL REVENUES (BEFORE TRANSFERS)</b>		<u>\$ 572,474</u>	<u>\$ 517,382</u>	<u>\$ 468,500</u>	<u>\$ 469,600</u>	<u>\$ 384,700</u>
<b>TRANSFERS (TO)/FROM OTHER FUNDS</b>						
21-00-9-308	Transfer from Library Fund	\$ 25,000	\$ -	\$ -	\$ -	\$ -
21-00-9-360	Transfer from Water/Sewer Fund	100,000	-	-	-	-
TOTAL TRANSFERS (TO)/FROM OTHER FUNDS		\$ 125,000	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REVENUES (AFTER TRANSFERS)</b>		<u>\$ 697,474</u>	<u>\$ 517,382</u>	<u>\$ 468,500</u>	<u>\$ 469,600</u>	<u>\$ 384,700</u>
<b>EXPENSES</b>						
<b>PERSONAL SERVICES</b>						
21-00-4-456	Unemployment Compensation	\$ 28,924	\$ -	\$ -	\$ -	\$ -
TOTAL PERSONAL SERVICES		\$ 28,924	\$ -	\$ -	\$ -	\$ -
<b>CONTRACTUAL SERVICES</b>						
21-00-5-531	Insurance Premiums	\$ 154,814	\$ 447,639	\$ 413,800	\$ 392,200	\$ 376,300
21-00-5-532	Workers' Compensation Premiums	501,788	15	-	-	-
21-00-5-533	Deductible Expenses	-	499	5,000	-	5,000
TOTAL CONTRACTUAL SERVICES		\$ 656,602	\$ 448,153	\$ 418,800	\$ 392,200	\$ 381,300
<b>TOTAL LIABILITY INSURANCE FUND EXPENSES</b>		\$ 685,526	\$ 448,153	\$ 418,800	\$ 392,200	\$ 381,300
<b>NET INCREASE (DECREASE)</b>		\$ 11,948	\$ 69,229	\$ 49,700	\$ 77,400	\$ 3,400
Ending Fund Balance					\$ 1,848,800	\$ 1,852,200

## Liability Insurance Fund Line Item Descriptions

### 21-00-1-311 Property Tax \$ 355,000

FY17/18 Actual:	\$ 552,057	FY18/19 Actual:	\$ 484,317
FY19/20 Budget:	\$ 430,000	FY19/20 Projected:	\$ 429,000
Budget to Proposed	-17.4% ▽	Projected to Proposed	-17.2% ▽

The City's liability insurance property tax levy is recorded in this line item. This levy is intended to cover all expenses related to providing liability and workers' compensation insurance to the City excluding the Library and Water & Sewer Funds.

### 21-00-5-381 Interest Income \$ 29,700

FY17/18 Actual:	\$ 20,417	FY18/19 Actual:	\$ 33,065
FY19/20 Budget:	\$ 38,500	FY19/20 Projected:	\$ 40,600
Budget to Proposed	-22.9% ▽	Projected to Proposed	-26.8% ▽

The City maintains significant reserves for future unforeseen claims. These funds are invested according to the City's investment policy with interest being recorded in this line item.

### 21-00-9-308 Transfer From Library Fund \$ 0

FY17/18 Actual:	\$ 25,000	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

The City had transferred funds from the Library Fund to compensate for costs associated with providing liability and workers' compensation insurance prior to FY18/19. Starting in FY18/19, insurance costs are paid directly by the Library Fund.

### 21-00-9-360 Transfer From Water/Sewer Fund \$ 0

FY17/18 Actual:	\$ 100,000	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Since the Water/Sewer Fund is an Enterprise Fund and pays all costs associated with its operations, a transfer was made prior to FY18/19 for the estimated cost of providing liability and workers' compensation insurance. These insurance costs are now paid directly by the Water/Sewer Fund.

### 21-00-4-456 Unemployment Compensation \$ 0

FY17/18 Actual:	\$ 28,924	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

The State of Illinois provides unemployment compensation to terminated City employees if they meet certain eligibility criteria. The City is responsible to reimburse the State for these benefits. During FY17/18, there was unemployment claims related to the dispatch consolidation. Starting in FY18/19, unemployment insurance claims will be paid directly from the department that generated the claim.

**21-00-5-531 Insurance Premiums \$ 376,300**

FY17/18 Actual:	\$ 154,814	FY18/19 Actual:	\$ 447,639
FY19/20 Budget:	\$ 413,800	FY19/20 Projected:	\$ 392,200
Budget to Proposed	-9.1% ▽	Projected to Proposed	-4.1% ▽

MCMRMA provides the liability and worker’s compensation insurance for the City through a risk pool comprised of six other McHenry County entities. Contributions for this insurance, based on a formula contained in the bylaws of MCMRMA, are expensed from this line item. Prior to FY18/19, this line item only included liability insurance as worker’s compensation premiums were paid from 21-00-5-532. Also in FY18/19, insurance premiums for the Water/Sewer and Library Funds that were paid from the Liability Insurance Fund have been changed so that they are allocated directly.

**21-00-5-532 Workers’ Compensation Premiums \$ 0**

FY17/18 Actual:	\$ 501,788	FY18/19 Actual:	\$ 15
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

MCMRMA provides workers’ compensation insurance for the City through a risk pool comprised of six other McHenry County entities. Contributions for workers’ compensation insurance, based on a formula contained in the bylaws of MCMRMA, are expensed from this line item. Starting in FY18/19 these expenses are combined into line item 21-00-5-531, since both liability and worker’s compensation insurance is provided by MCMRMA.

**21-00-5-533 Deductible Expenses \$ 5,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 499
FY19/20 Budget:	\$ 5,000	FY19/20 Projected:	\$ 0
Budget to Proposed	0.0%	Projected to Proposed	N/A

The City’s insurance with MCMRMA contains a deductible that must be met whenever a claim is filed. Expenses related to paying this deductible are expensed in this line item.



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FY20/21

# Paratransit

## Paratransit Fund

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The Paratransit Fund's budget accounts for all costs associated with the City's funding of paratransit (i.e., Dial-a-Ride) services provided to Woodstock residents. Paratransit service is the general term for a "demand-response" service in which a passenger must reserve a ride in advance. Unlike fixed-route service, in which buses travel the same route in a regular pattern and pick up any waiting passengers, paratransit vehicles make only pre-arranged trips for riders who utilize the service.



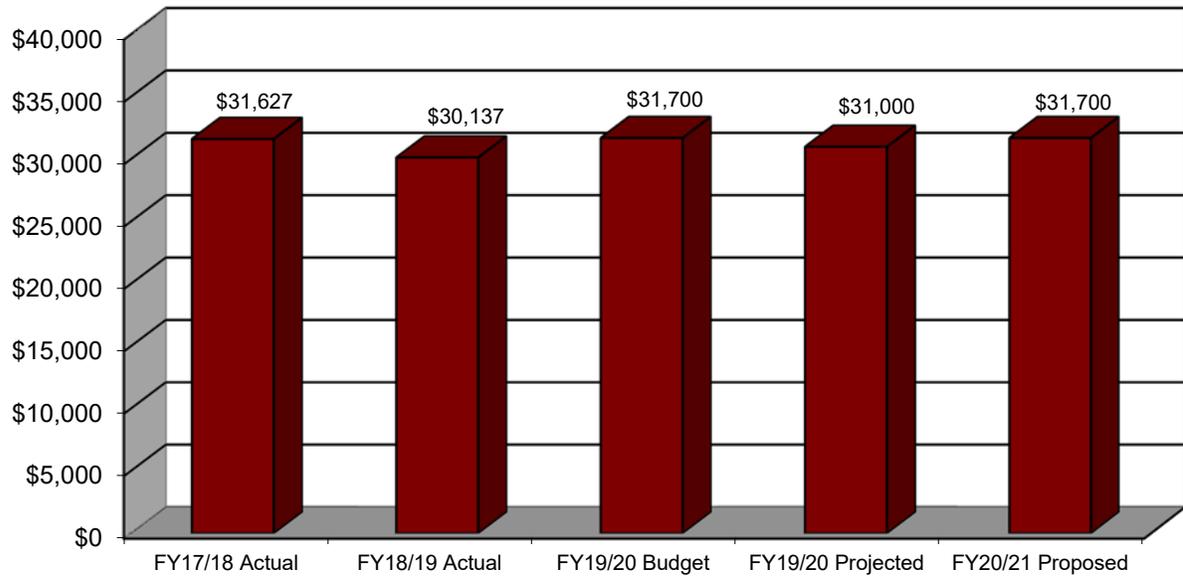
### FY19/20 Accomplishments

- Continued our intergovernmental partnership with the County of McHenry, City of Crystal Lake, and City of McHenry to provide the consolidated Dial-a-Ride (a.k.a. MCRide) transit service to our residents.
- Staff represented the City of Woodstock at McHenry County Public Transportation Advisory Committee (PTAC) meetings to provide input on the structure and administration of the MCRide program.
- The City referenced MCRide on its website, which includes the MCRide Brochure and a link to McHenry County's website that explains MCRide in greater detail.
- Continued providing service with no fare increase or an increase in partner contributions.
- Effective in 2020, riders can make reservations up to two days in advance of a ride, as opposed to one day as previously required.

### FY20/21 Goals and Objectives

- Support and expand the intergovernmental partnership in order to provide cost effective Dial-a-Ride transit service to our residents.
- Support McHenry County's efforts to secure grant funding to offset the total cost to provide this public transit service.
- Continue to participate in PTAC meetings to represent the City of Woodstock and work to publicize the MCRide program to increase ridership, which could offset some of the operational costs.
- In 2020 riders can make reservations up to two days in advance as opposed to just one day. Some job seekers, particularly those trying to re-enter the workforce, were having difficulty with reservations and it is believed that having an extra day may be a benefit.

## BUDGET COMPARISON



### Paratransit Fund

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
Beginning Fund Balance					\$ -	\$ -
<b>REVENUES</b>						
<b>INTERGOVERNMENTAL</b>						
26-00-4-352	Pace Advertising Revenue	\$ 2,089	\$ 1,372	\$ 2,100	\$ 1,400	\$ 1,400
<b>TOTAL INTERGOVERNMENTAL</b>		<b>\$ 2,089</b>	<b>\$ 1,372</b>	<b>\$ 2,100</b>	<b>\$ 1,400</b>	<b>\$ 1,400</b>
<b>TOTAL REVENUES (BEFORE TRANSFERS)</b>		<b>\$ 2,089</b>	<b>\$ 1,372</b>	<b>\$ 2,100</b>	<b>\$ 1,400</b>	<b>\$ 1,400</b>
<b>TRANSFERS (TO)/FROM OTHER FUNDS</b>						
26-00-9-392	Transfer from General Corporate Fund	\$ 29,538	\$ 28,765	\$ 29,600	\$ 29,600	\$ 30,300
<b>TOTAL TRANSFERS (TO)/FROM OTHER FUNDS</b>		<b>\$ 29,538</b>	<b>\$ 28,765</b>	<b>\$ 29,600</b>	<b>\$ 29,600</b>	<b>\$ 30,300</b>
<b>TOTAL REVENUES (AFTER TRANSFERS)</b>		<b>\$ 31,627</b>	<b>\$ 30,137</b>	<b>\$ 31,700</b>	<b>\$ 31,000</b>	<b>\$ 31,700</b>
<b>EXPENSES</b>						
<b>CONTRACTUAL SERVICES</b>						
26-00-5-503	Supplemental Payment	\$ 31,627	\$ 30,137	\$ 31,700	\$ 31,000	\$ 31,700
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>\$ 31,627</b>	<b>\$ 30,137</b>	<b>\$ 31,700</b>	<b>\$ 31,000</b>	<b>\$ 31,700</b>
<b>TOTAL PARATRANSIT FUND EXPENSES</b>		<b>\$ 31,627</b>	<b>\$ 30,137</b>	<b>\$ 31,700</b>	<b>\$ 31,000</b>	<b>\$ 31,700</b>
<b>NET INCREASE (DECREASE)</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Ending Fund Balance					\$ -	\$ -

## Paratransit Fund Line Item Descriptions

### 26-00-4-352 PACE Advertising Revenue \$ 1,400

FY17/18 Actual:	\$ 2,089	FY18/19 Actual:	\$ 1,372
FY19/20 Budget:	\$ 2,100	FY19/20 Projected:	\$ 1,400
Budget to Proposed	-33.3% ▽	Projected to Proposed	0.0%

This accounts for the City's portion of the income generated from the advertising sold on the fixed-route bus shelters that were constructed on Ware Road and Lake Avenue.

### 26-00-9-392 Transfer from General Corporate Fund \$ 30,300

FY17/18 Actual:	\$ 29,538	FY18/19 Actual:	\$ 28,765
FY19/20 Budget:	\$ 29,600	FY19/20 Projected:	\$ 29,600
Budget to Proposed	2.4% △	Projected to Proposed	2.4% △

This is the amount of the anticipated transfer that will be needed in order to subsidize the Paratransit Fund. This transfer represents the difference between revenues generated and the corresponding expenditures required to provide the community with Dial-a-Ride transit services.

### 26-00-5-503 Supplemental Payment \$ 31,700

FY17/18 Actual:	\$ 31,627	FY18/19 Actual:	\$ 30,137
FY19/20 Budget:	\$ 31,700	FY19/20 Projected:	\$ 31,000
Budget to Proposed	0.0%	Projected to Proposed	2.3% △

This provides for payment to McHenry County for the consolidated Dial-a-Ride transit service (a.k.a. MCRide). McHenry County oversees the MCRide program and contracts with Pace Suburban Bus to provide the Dial-a-Ride transit service.



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# Debt Service

## Debt Service

The Debt Service Fund provides for the annual principal and interest obligations of certain bonds that have been issued by the City. Library, TIF and Water and Sewer Debt; however, are the exception, and are paid directly from the Library Debt Service Fund, Tax Increment Financing Fund and the Water and Sewer Fund, respectively. The Finance Department is responsible for administrating all of the City's debt and includes the recording and reporting of all debt-related transactions. As of May 20, 2014, the City of Woodstock's credit rating by Standard and Poor's (S&P) was upgraded from "AA-" to "AA" to reflect the City's strong financial position. This rating was further confirmed on September 6, 2016 with a "stable" outlook, which indicates that this rating is unlikely to change in the next two years.

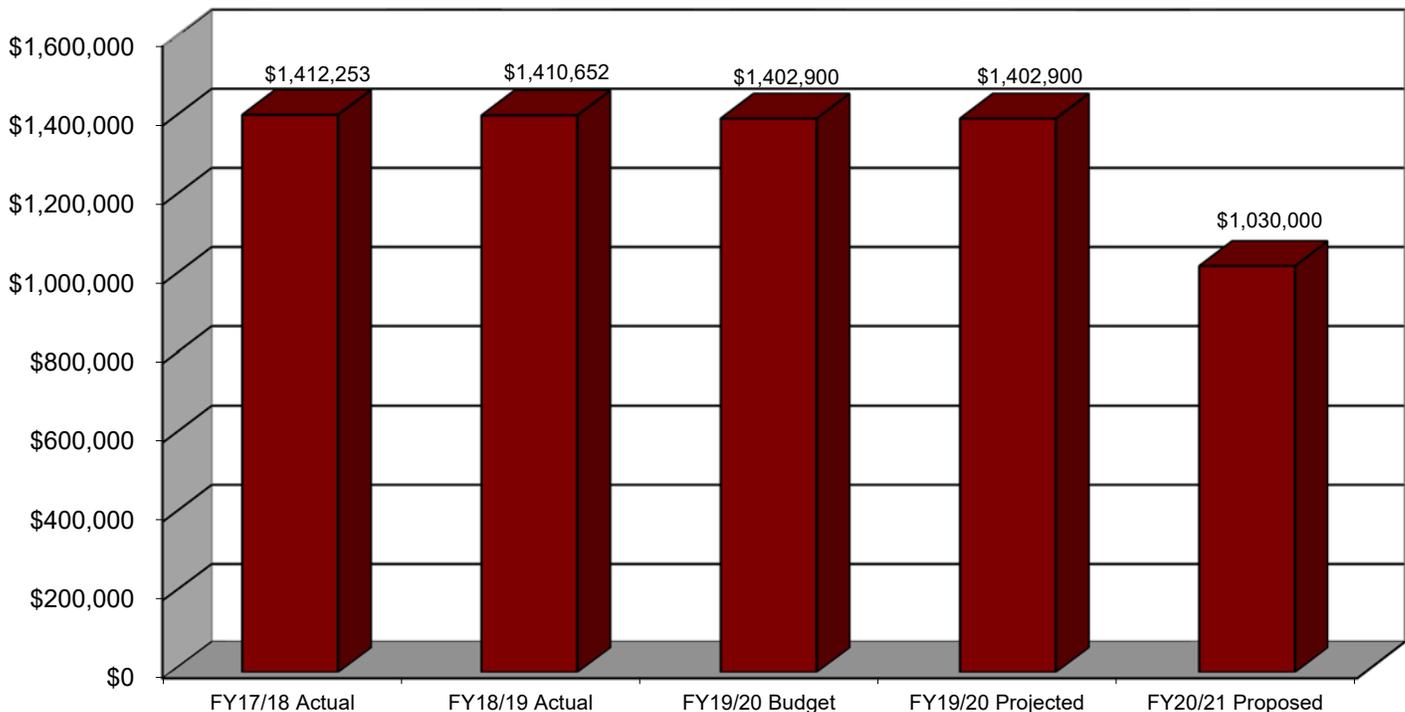


A further analysis of the City's debt can be found in Addendum B.

### Objectives

- Account for and manage all of the City's debt in an efficient and cost-effective manner.
- Ensure compliance with all bond covenants along with insuring the City does not exceed the Illinois Statutory debt limit, which is 8.625% of equalized assessed value (EAV).

## BUDGET COMPARISON



## Debt Service Fund

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
Beginning Fund Balance					\$ -	\$ -
<b>REVENUES</b>						
<b>TAXES</b>						
30-00-1-311	Property Tax	\$ 337,468	\$ 332,551	\$ 329,600	\$ 328,900	\$ -
	<b>TOTAL TAXES</b>	<b>\$ 337,468</b>	<b>\$ 332,551</b>	<b>\$ 329,600</b>	<b>\$ 328,900</b>	<b>\$ -</b>
<b>OTHER</b>						
30-00-5-380	Opera House Surcharge	\$ 79,517	\$ 85,287	\$ 75,000	\$ 80,000	\$ 80,000
30-00-5-381	Interest Income	1,069	2,054	2,200	1,300	-
	<b>TOTAL OTHER</b>	<b>\$ 80,586</b>	<b>\$ 87,341</b>	<b>\$ 77,200</b>	<b>\$ 81,300</b>	<b>\$ 80,000</b>
<b>TOTAL REVENUES (BEFORE TRANSFERS)</b>		<b>\$ 418,054</b>	<b>\$ 419,892</b>	<b>\$ 406,800</b>	<b>\$ 410,200</b>	<b>\$ 80,000</b>
<b>TRANSFERS (TO)/FROM OTHER FUNDS</b>						
30-00-9-390	Transfer from General Corporate Fund	\$ 148,049	\$ 145,161	\$ 153,400	\$ 149,000	\$ 260,800
30-00-9-391	Transfer from General Corporate - CIP Fund	535,100	538,600	534,100	534,100	383,900
30-00-9-392	Transfer from Recreation Center Fund	64,850	64,600	66,200	66,200	65,800
30-00-9-393	Transfer from Park Development Fund	43,600	43,100	44,100	44,100	43,800
30-00-9-394	Transfer from Environmental Management Fund	202,600	199,300	199,300	199,300	195,700
	<b>TOTAL TRANSFERS (TO)/FROM OTHER FUNDS</b>	<b>\$ 994,199</b>	<b>\$ 990,761</b>	<b>\$ 997,100</b>	<b>\$ 992,700</b>	<b>\$ 950,000</b>
<b>TOTAL REVENUES (AFTER TRANSFERS)</b>		<b>\$ 1,412,253</b>	<b>\$ 1,410,653</b>	<b>\$ 1,403,900</b>	<b>\$ 1,402,900</b>	<b>\$ 1,030,000</b>
<b>EXPENSES</b>						
<b>CONTRACTUAL SERVICES</b>						
30-00-5-516	Agent Expenses	\$ 1,219	\$ 1,219	\$ 1,200	\$ 1,200	\$ 800
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 1,219</b>	<b>\$ 1,219</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>	<b>\$ 800</b>
<b>INTEREST EXPENSE</b>						
30-00-8-933	Aquatic Center GO-2013A	\$ 28,350	\$ 19,050	\$ 9,600	\$ 9,600	\$ -
30-00-8-934	Aquatic Center AR-2010A	4,708	3,608	2,400	2,400	1,100
30-00-8-935	Police Facility AR-2013B	28,650	19,350	9,800	9,800	-
30-00-8-936	Opera House AR-2010A	14,426	11,025	7,400	7,400	3,300
30-00-8-937	Recreation Center AR-2003/2014	22,200	19,200	17,000	17,000	14,100
30-00-8-938	Lake Avenue AR-2005B/2014	11,600	10,800	9,000	9,000	7,900
30-00-8-939	McConnell Rd AR-2005B/2014	12,900	11,900	10,000	10,000	8,600
30-00-8-940	Davis Rd Soccer AR-2005B/2014	41,200	35,700	30,700	30,700	25,200
30-00-8-941	Merryman Fields AR-2005B/2014	27,000	23,800	20,800	20,800	17,300
30-00-8-942	2020 Road Bonds - Series A	-	-	-	-	336,600
	<b>TOTAL INTEREST EXPENSE</b>	<b>\$ 191,034</b>	<b>\$ 154,433</b>	<b>\$ 116,700</b>	<b>\$ 116,700</b>	<b>\$ 414,100</b>

**Debt Service Fund (Continued)**

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
<b>OTHER(PRINCIPAL)</b>						
30-00-8-911	Aquatic Center AR-2010A	\$ 37,000	\$ 38,250	\$ 39,500	\$ 39,500	\$ 29,700
30-00-8-912	Police Facility AR-2013B	310,000	320,000	325,000	325,000	-
30-00-8-913	Aquatic Center GO-2013A	310,000	315,000	320,000	320,000	-
30-00-8-914	Opera House AR-2010A	113,000	116,750	120,500	120,500	90,400
30-00-8-915	Recreation Center AR-2003/2014	86,800	88,300	93,300	93,300	95,500
30-00-8-916	Lake Avenue AR-2005B/2014	45,400	49,600	49,600	49,600	53,600
30-00-8-917	McConnell Rd AR-2005B/2014	50,400	54,500	54,500	54,500	58,500
30-00-8-918	Davis Rd Soccer AR-2005B/2014	161,400	163,600	168,600	168,600	170,500
30-00-8-919	Merryman Fields AR-2005B/2014	106,000	109,000	114,000	114,000	116,900
30-00-8-920	2020 Road Bonds-Series A	-	-	-	-	-
<b>TOTAL OTHER (PRINCIPAL)</b>		<b>\$ 1,220,000</b>	<b>\$ 1,255,000</b>	<b>\$ 1,285,000</b>	<b>\$ 1,285,000</b>	<b>\$ 615,100</b>
<b>TOTAL DEBT SERVICE FUND EXPENSES</b>		<b>\$ 1,412,253</b>	<b>\$ 1,410,652</b>	<b>\$ 1,402,900</b>	<b>\$ 1,402,900</b>	<b>\$ 1,030,000</b>
<b>NET INCREASE (DECREASE)</b>		<b>\$ -</b>	<b>\$ 1</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Ending Fund Balance</b>					<b>\$ -</b>	<b>\$ -</b>

**Debt Service Fund Line Item Descriptions**

<b>30-00-1-311 Property Tax</b>					<b>\$ 0</b>
FY17/18 Actual:	\$ 337,468	FY18/19 Actual:	\$ 332,551		
FY19/20 Budget:	\$ 329,600	FY19/20 Projected:	\$ 328,900		
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽		

A referendum was passed by citizens of Woodstock to institute a separate property tax to pay the debt related to construction of the Woodstock Aquatic Center. Since the debt related to the Woodstock Aquatic Center has fully matured, no further amount is being levied.

<b>30-00-5-380 Opera House Surcharge</b>					<b>\$ 80,000</b>
FY17/18 Actual:	\$ 79,517	FY18/19 Actual:	\$ 85,287		
FY19/20 Budget:	\$ 75,000	FY19/20 Projected:	\$ 80,000		
Budget to Proposed	6.7% △	Projected to Proposed	0.0%		

This account includes the revenues received from the \$3 surcharge collected from Opera House ticket sales, which is intended to help pay debt related to the Opera House Annex.

**30-00-5-381 Interest Income**

**\$ 0**

FY17/18 Actual:	\$ 1,069	FY18/19 Actual:	\$ 2,054
FY19/20 Budget:	\$ 2,200	FY19/20 Projected:	\$ 1,300
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

This line item is used to record the interest received on Debt Service Fund investments held throughout the year. The City has been able to generate a small amount of interest for this fund based on the collection of property taxes in the beginning of the fiscal year that are invested until all payments are completed the following January. Since the tax levy amount has been reduced to zero, it is anticipated that no further interest will be earned by this Fund.

**30-00-9-390 Transfer from General Corporate Fund**

**\$ 260,800**

FY17/18 Actual:	\$ 148,049	FY18/19 Actual:	\$ 145,161
FY19/20 Budget:	\$ 153,400	FY19/20 Projected:	\$ 149,000
Budget to Proposed	70.0% △	Projected to Proposed	75.0% △

The City of Woodstock has a number of debt issues where alternative revenue has been pledged and is intended to be used to repay debt. The newest is in 2020 additional funds will be pledged to pay for a \$10 million road bond. The \$300,000 needed for this transfer will be freed up by moving some expenses from the Street Department to the MFT Fund, which will then be paid using the increase in revenue the City will receive as result of the State’s \$0.19 cent gas tax increase.

In addition, the Opera House Annex Construction debt originally was to be paid using only donations and the Opera House Surcharge. However, this revenue has been insufficient and the General Fund has provided for the difference. Furthermore, in order to stimulate contributions in the future, donations are used for capital improvements for the Opera House and are recorded in the Performing Arts Fund. The schedule presented below identifies the associated debt issuances.

Original Debt Use	Revenue Source	Debt Series	Total
2020 Streets	General	2020A	\$ 154,000
Aquatic Center	Sales Tax	2010A	\$ 30,800
Lake Avenue	Sales Tax	2005B	\$ 61,500
Opera House	Sales Tax	2010A	\$ 13,700
Fiscal Agent Fee	Sales Tax		\$ 800
			<u>\$ 260,800</u>

**30-00-9-391 Transfer from General Corporate – CIP Fund**

**\$ 383,900**

FY17/18 Actual:	\$ 535,100	FY18/19 Actual:	\$ 538,600
FY19/20 Budget:	\$ 534,100	FY19/20 Projected:	\$ 534,100
Budget to Proposed	-28.1% ▽	Projected to Proposed	-28.1% ▽

The City of Woodstock has a number of debt issues where alternative revenue has been pledged, which is recorded in the General Corporate – CIP Fund. It should be noted that Merryman Fields was to be paid entirely from park impact fees; however, due to the housing downturn, telecommunication taxes have been utilized to compensate for the shortfall. The schedule presented below identifies the associated debt payments.

Original Debt			
Use	Revenue Source	Debt Series	Total
McConnell Rd	Telecom Tax	2014	\$ 67,100
Merryman Fields	Telecom Tax	2014	\$ 134,200
Road Bonds	Local MFT Tax	2020	\$ 182,600
			\$ 383,900

**30-00-9-392 Transfer from Recreation Center Fund \$ 65,800**

FY17/18 Actual:	\$ 64,850	FY18/19 Actual:	\$ 64,600
FY19/20 Budget:	\$ 66,200	FY19/20 Projected:	\$ 66,200
Budget to Proposed	-0.6% ▽	Projected to Proposed	-0.6% ▽

The City issued \$1.5 million in 2003 Debt Certificates to provide funding for the purchase, renovation, and expansion of the Community Recreation Center. Sixty percent (60%) of this loan amount was attributed to the acquisition and renovation of the Recreation Center and is repaid using only membership revenues.

**30-00-9-393 Transfer from Park Development Fund \$ 43,800**

FY17/18 Actual:	\$ 43,600	FY18/19 Actual:	\$ 43,100
FY19/20 Budget:	\$ 44,100	FY19/20 Projected:	\$ 44,100
Budget to Proposed	-0.7% ▽	Projected to Proposed	-0.7% ▽

The Park Development Fund is responsible for the other 40% of the \$1.5 million for the purchase, renovation, and expansion of the Community Recreation Center Building. The Park Development Fund also was to pay for the improvements at Merryman Fields along with part of the improvements at the Davis Road Soccer Complex. However, because of the downturn in new housing construction, the General Corporate – CIP Fund and Environmental Management Fund are providing for the shortfall.

**30-00-9-394 Transfer from Environmental Management Fund \$ 195,700**

FY17/18 Actual:	\$ 202,600	FY18/19 Actual:	\$ 199,300
FY19/20 Budget:	\$ 199,300	FY19/20 Projected:	\$ 199,300
Budget to Proposed	-1.8% ▽	Projected to Proposed	-1.8% ▽

When the City transformed the closed landfill into the Davis Road Soccer Complex, it was intended that the Environmental Management Fund would pay 80% of the cost with the other 20% coming from park impact fees. However, due to the downturn in new housing construction, there has been insufficient revenue from park impact fees to pay the anticipated allocation; therefore, the Environmental Management Fund has been responsible for paying the entire amount.

**30-00-5-516 Agent Expenses \$ 800**

FY17/18 Actual:	\$ 1,219	FY18/19 Actual:	\$ 1,219
FY19/20 Budget:	\$ 1,200	FY19/20 Projected:	\$ 1,200
Budget to Proposed	-33.3% ▽	Projected to Proposed	-33.3% ▽

This line item provides for the City's annual costs charged by the paying agent responsible for insuring that bondholders receive the City's payment on outstanding bonds in a timely manner.

**30-00-8-933 Aquatic Center GO – Interest- Series 2013A** **\$ 0**

FY17/18 Actual:	\$ 28,350	FY18/19 Actual:	\$ 19,050
FY19/20 Budget:	\$ 9,600	FY19/20 Projected:	\$ 9,600
Budget to Proposed	-100.0% ▾	Projected to Proposed	-100.0% ▾

Interest related to the GO Bond Series 2013A was paid from this line item. This debt was retired in FY19/20.

**30-00-8-934 Aquatic Center AR – Interest- Series 2010A** **\$ 1,100**

FY17/18 Actual:	\$ 4,708	FY18/19 Actual:	\$ 3,608
FY19/20 Budget:	\$ 2,400	FY19/20 Projected:	\$ 2,400
Budget to Proposed	-54.2% ▾	Projected to Proposed	-54.2% ▾

Interest related to the Aquatic Center Alternate Revenue Bond portion of Bond Series 2010A is paid from this line item. For a further description of this bond see line item 30-00-8-911. The remaining debt service schedule is provided below:

Payment Date	Principal	Interest	Total	Annual Debt Payment
6/1/2020		\$ 537	\$ 537	
12/1/2020	\$ 29,640	\$ 537	\$ 30,177	\$ 30,714

**30-00-8-935 Police Facility AR – Interest- Series 2013B** **\$ 0**

FY17/18 Actual:	\$ 28,650	FY18/19 Actual:	\$ 19,350
FY19/20 Budget:	\$ 9,800	FY19/20 Projected:	\$ 9,800
Budget to Proposed	-100.0% ▾	Projected to Proposed	-100.0% ▾

Interest related to the Alternate Revenue Bond Series 2013B is paid from this line item. For a further description of this bond see line item 30-00-8-912. This bond was retired on 1/1/2020.

**30-00-8-936 Opera House AR – Interest- 2010A** **\$ 3,300**

FY17/18 Actual:	\$ 14,426	FY18/19 Actual:	\$ 11,025
FY19/20 Budget:	\$ 7,400	FY19/20 Projected:	\$ 7,400
Budget to Proposed	-55.4% ▾	Projected to Proposed	-55.4% ▾

Interest related to the Opera House portion of Alternate Revenue Bond Series 2010A is paid from this line item. For a further description of this bond see line item 30-00-8-914. The remaining debt service schedule is provided below:

Payment Date	Principal	Interest	Total	Annual Debt Payment
6/1/2020		\$ 1,638	\$ 1,638	
12/1/2020	\$ 90,360	\$ 1,638	\$ 91,998	\$ 93,636

**30-00-8-937 Recreation Center AR – Interest- 2003/2014**

**\$ 14,100**

FY17/18 Actual:	\$ 22,200	FY18/19 Actual:	\$ 19,200
FY19/20 Budget:	\$ 17,000	FY19/20 Projected:	\$ 17,000
Budget to Proposed	-17.1% ▽	Projected to Proposed	-17.1% ▽

Interest related to the Recreation Center portion of Alternate Revenue Bond Series 2014 is paid from this line item. For a further description of this bond see line item 30-00-8-915. The remaining debt service schedule is provided below:

Payment Date	Principal	Interest	Total	Annual Debt Payment
7/1/2020		\$ 7,046	\$ 7,046	
1/1/2021	\$ 95,500	\$ 7,046	\$ 102,546	\$ 109,592
7/1/2021		\$ 5,677	\$ 5,677	
1/1/2022	\$ 99,500	\$ 5,677	\$ 105,177	\$ 110,854
7/1/2022		\$ 4,189	\$ 4,189	
1/1/2023	\$103,500	\$ 4,189	\$ 107,689	\$ 111,878

**30-00-8-938 Lake Avenue AR – Interest- Series 2005B/2014**

**\$ 7,900**

FY17/18 Actual:	\$ 11,600	FY18/19 Actual:	\$ 10,800
FY19/20 Budget:	\$ 9,000	FY19/20 Projected:	\$ 9,000
Budget to Proposed	-12.2% ▽	Projected to Proposed	-12.2% ▽

Interest related to the Lake Avenue portion of Alternate Revenue Bond Series 2014 is paid from this line item. For a further description of this bond see line item 30-00-8-916. The remaining debt service schedule is provided below:

Payment Date	Principal	Interest	Total	Annual Debt Payment
7/1/2020		\$ 3,954	\$ 3,954	
1/1/2021	\$ 53,600	\$ 3,954	\$ 57,554	\$ 61,508
7/1/2021		\$ 3,031	\$ 3,031	
1/1/2022	\$ 53,100	\$ 3,031	\$ 56,131	\$ 59,162
7/1/2022		\$ 2,327	\$ 2,327	
1/1/2023	\$ 57,500	\$ 2,327	\$ 59,827	\$ 62,154
7/1/2023		\$ 1,761	\$ 1,761	
1/1/2024	\$ 57,400	\$ 1,761	\$ 59,161	\$ 60,922
7/1/2024		\$ 996	\$ 996	
1/1/2025	\$ 61,600	\$ 996	\$ 62,596	\$ 63,592

30-00-8-939 McConnell Road AR – Interest- Series 2005B/2014

\$ 8,600

FY17/18 Actual:	\$ 12,900	FY18/19 Actual:	\$ 11,900
FY19/20 Budget:	\$ 10,000	FY19/20 Projected:	\$ 10,000
Budget to Proposed	-14.0% ▽	Projected to Proposed	-14.0% ▽

Interest related to the McConnell Rd portion of Alternate Revenue Bond Series 2014 is paid from this line item. For a further description of this bond see line item 30-00-8-917. The remaining debt service schedule is provided below:

Payment Date	Principal	Interest	Total	Annual Debt Payment
7/1/2020		\$ 4,314	\$ 4,314	
1/1/2021	\$ 58,500	\$ 4,314	\$ 62,814	\$ 67,128
7/1/2021		\$ 3,307	\$ 3,307	
1/1/2022	\$ 57,900	\$ 3,307	\$ 61,207	\$ 64,514
7/1/2022		\$ 2,521	\$ 2,521	
1/1/2023	\$ 62,300	\$ 2,521	\$ 64,821	\$ 67,342
7/1/2023		\$ 1,908	\$ 1,908	
1/1/2024	\$ 62,200	\$ 1,908	\$ 64,108	\$ 66,016
7/1/2024		\$ 996	\$ 996	
1/1/2025	\$ 66,400	\$ 996	\$ 67,396	\$ 68,392

30-00-8-940 Davis Road AR – Interest- Series 2005B/2014

\$ 25,200

FY17/18 Actual:	\$ 41,200	FY18/19 Actual:	\$ 35,700
FY19/20 Budget:	\$ 30,700	FY19/20 Projected:	\$ 30,700
Budget to Proposed	-17.9% ▽	Projected to Proposed	-17.9% ▽

Interest related to the Davis Road portion of Alternate Revenue Bond Series 2014 is paid from this line item. For a further description of this bond see line item 30-00-8-918. The remaining debt service schedule is provided below:

Payment Date	Principal	Interest	Total	Annual Debt Payment
7/1/2020		\$ 12,582	\$ 12,582	
1/1/2021	\$ 170,500	\$ 12,582	\$ 183,082	\$ 195,664
7/1/2021		\$ 10,196	\$ 10,196	
1/1/2022	\$ 178,700	\$ 10,196	\$ 188,896	\$ 199,092
7/1/2022		\$ 7,370	\$ 7,370	
1/1/2023	\$ 182,100	\$ 7,370	\$ 189,470	\$ 196,840
7/1/2023		\$ 5,870	\$ 5,870	
1/1/2024	\$ 191,300	\$ 5,870	\$ 197,170	\$ 203,040
7/1/2024		\$ 2,988	\$ 2,988	
1/1/2025	\$ 199,200	\$ 2,988	\$ 202,188	\$ 205,176

**30-00-8-941 Merryman Fields Park AR – Interest- Series 2005B/2014 \$ 17,300**

FY17/18 Actual:	\$ 27,000	FY18/19 Actual:	\$ 23,800
FY19/20 Budget:	\$ 20,800	FY19/20 Projected:	\$ 20,800
Budget to Proposed	-16.8% ▽	Projected to Proposed	-16.8% ▽

Interest related to the Merryman Fields Park portion of Alternate Revenue Bond Series 2014 is paid from this line item. For a further description of this bond see line item 30-00-8-919. The remaining debt service schedule is provided below:

Payment Date	Principal	Interest	Total	Annual Debt Payment
7/1/2020		\$ 8,628	\$ 8,628	
1/1/2021	\$ 116,900	\$ 8,628	\$ 125,528	\$ 134,156
7/1/2021		\$ 6,889	\$ 6,889	
1/1/2022	\$ 120,800	\$ 6,889	\$ 127,689	\$ 134,578
7/1/2022		\$ 5,043	\$ 5,043	
1/1/2023	\$ 124,600	\$ 5,043	\$ 129,643	\$ 134,686
7/1/2023		\$ 3,962	\$ 3,962	
1/1/2024	\$ 129,100	\$ 3,962	\$ 133,062	\$ 137,024
7/1/2024		\$ 1,992	\$ 1,992	
1/1/2025	\$ 132,800	\$ 1,992	\$ 134,792	\$ 136,784

**30-00-8-942 2020 Road Bonds GO – Interest- Series A \$ 336,600**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Interest related to the anticipated 2020 Road Bonds. For a further description of this bond see line item 30-00-8-920.

**30-00-8-911 Aquatic Center AR – Principal –Series 2010A \$ 29,700**

FY17/18 Actual:	\$ 37,000	FY18/19 Actual:	\$ 38,250
FY19/20 Budget:	\$ 39,500	FY19/20 Projected:	\$ 39,500
Budget to Proposed	-24.8% ▽	Projected to Proposed	-24.8% ▽

The City issued Series 2000C Alternate Revenue Source Bonds in the amount of \$500,000 to provide additional financing for the construction of the Aquatic Center. The Series 2000C was refunded in 2010 with the Series 2010A. The City is currently utilizing sales tax receipts reported in the General Corporate Fund for the repayment of this debt. See line item 30-00-8-934 for the remaining debt schedule.

**30-00-8-912 Police Facility AR – Principal- Series 2013B** **\$ 0**

FY17/18 Actual:	\$ 310,000	FY18/19 Actual:	\$ 320,000
FY19/20 Budget:	\$ 325,000	FY19/20 Projected:	\$ 325,000
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

In 2000, the City issued \$4,100,000 in Alternate Revenue Bonds (Series 2000B) to provide the necessary financing for the construction of the Police Department Facility. The Alternate Revenue Bonds are being repaid by a combination of developer impact fees and telecommunication taxes, which are reported in the General Corporate – CIP Fund. Due to falling interest rates, the City initiated an advanced refunding in 2004 and 2013 to reduce future interest costs and generate interest savings. This debt has been retired as of 1/1/2020.

**30-00-8-913 Aquatic Center GO – Principal- Series 2013A** **\$ 0**

FY17/18 Actual:	\$ 310,000	FY18/19 Actual:	\$ 315,000
FY19/20 Budget:	\$ 320,000	FY19/20 Projected:	\$ 320,000
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

In 2000, the City was successful at passing a referendum, which authorized the issuance of \$3.9 million in GO Bonds to finance the construction of the Aquatic Center. These bonds are being repaid through a property tax levy, which was approved by the voters and is reported as revenue in the Debt Service Fund. This debt was retired as of 1/1/2020.

**30-00-8-914 Opera House AR – Principal- Series 2010A** **\$ 90,400**

FY17/18 Actual:	\$ 113,000	FY18/19 Actual:	\$ 116,750
FY19/20 Budget:	\$ 120,500	FY19/20 Projected:	\$ 120,500
Budget to Proposed	-25.0% ▽	Projected to Proposed	-25.0% ▽

The City issued \$1,635,000 in Alternate Revenue Bonds to finance the construction of the Opera House Annex. This debt was intended to be repaid through a \$3 Opera House ticket surcharge and donations. However, this revenue has been insufficient and an additional transfer has been needed from the General Fund. In FY14/15 donations are no longer used for debt service and are instead used to pay for capital improvements to the Opera House. See line item 30-00-8-936 for the remaining debt schedule.

**30-00-8-915 Recreation Center AR – Principal- Series 2003/2014** **\$ 95,500**

FY17/18 Actual:	\$ 86,800	FY18/19 Actual:	\$ 88,300
FY19/20 Budget:	\$ 93,300	FY19/20 Projected:	\$ 93,300
Budget to Proposed	2.4% △	Projected to Proposed	2.4% △

The City issued \$1,500,000 in Alternate Revenue Bonds in 2003 to provide funding for the purchase, renovation and expansion of the Community Recreation Center. The City is currently utilizing membership dues reported in the Recreation Center Fund to provide for 60% of this debt service payment with the remaining 40%, which represented the costs for the gymnasium expansion, being funded through park impact fees reported in the Park Development Fund. See line item 30-00-8-937 for the remaining debt schedule.

**30-00-8-916 Lake Avenue AR – Principal- Series 2005B/2014** **\$ 53,600**

FY17/18 Actual:	\$ 45,400	FY18/19 Actual:	\$ 49,600
FY19/20 Budget:	\$ 49,600	FY19/20 Projected:	\$ 49,600
Budget to Proposed	8.1% <span style="color: red;">△</span>	Projected to Proposed	8.1% <span style="color: red;">△</span>

This line item provides for the principal repayment related to the \$850,000 in Alternate Revenue Bonds issued in FY05/06 to complete roadway improvements to Lake Avenue. This project included the widening of existing lanes, construction of new turn lanes, and installation of curb, gutter, sidewalks and storm sewer improvements. These improvements were required for the construction of the new Super Walmart store. Sales Tax dollars have been pledged for repayment of this debt. See line item 30-00-8-938 for the remaining debt schedule.

**30-00-8-917 McConnell Road AR – Principal- Series 2005B/2014** **\$ 58,500**

FY17/18 Actual:	\$ 50,400	FY18/19 Actual:	\$ 54,500
FY19/20 Budget:	\$ 54,500	FY19/20 Projected:	\$ 54,500
Budget to Proposed	7.3% <span style="color: red;">△</span>	Projected to Proposed	7.3% <span style="color: red;">△</span>

This line item provides for the principal repayment related to the \$935,000 in Alternate Revenue Bonds issued in FY05/06 to complete roadway improvements to McConnell Road. This project included the widening of existing lanes, construction of new turn lanes, and installation of curb, gutter and storm sewer improvements, as well as the construction of a pedestrian path. General CIP Fund revenue has been pledged to repay this debt. See line item 30-00-8-939 for the remaining debt schedule.

**30-00-8-918 Davis Road Soccer Complex AR – Principal- Series 2005B/2014** **\$ 170,500**

FY17/18 Actual:	\$ 161,400	FY18/19 Actual:	\$ 163,600
FY19/20 Budget:	\$ 168,600	FY19/20 Projected:	\$ 168,600
Budget to Proposed	1.1% <span style="color: red;">△</span>	Projected to Proposed	1.1% <span style="color: red;">△</span>

The City issued \$2.8 million in Alternate Revenue Bonds to transform the City's landfill site into the Davis Road Soccer Complex, which included the construction of six new soccer fields, parking for spectators and athletes, and a storage building. The Environmental Management Fund is responsible for 80% of the debt service payment with the remaining 20% provided by the Park Development Fund. However, with the substantial decline in development-related revenues, the Park Development Fund is unable to generate sufficient revenues and the Environmental Management Fund must pay 100% of the debt. See line item 30-00-8-940 for the remaining debt schedule.

**30-00-8-919 Merryman Fields Park AR – Principal- Series 2005B/2014** **\$ 116,900**

FY17/18 Actual:	\$ 106,000	FY18/19 Actual:	\$ 109,000
FY19/20 Budget:	\$ 114,000	FY19/20 Projected:	\$ 114,000
Budget to Proposed	2.5% <span style="color: red;">△</span>	Projected to Proposed	2.5% <span style="color: red;">△</span>

The City issued \$1.9 million in Alternate Revenue Bonds to construct a new park within the Fields development. This new park site includes recreational walking paths, ball diamonds, playground equipment, and a storage building. Originally park impact fees were to pay the debt; however, this revenue has been inadequate and instead telecommunication tax from the General Corporate – CIP fund has been required to address this deficiency. See line item 30-00-8-941 for the remaining debt schedule.

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

The City is planning on issuing \$10 million in General Obligation Road Bonds to repave 22 miles of roads. These bonds are anticipated to be issued early summer 2020. These bonds are being paid by a transfer from the General Fund, which transferred costs from the Street Division to the MFT Fund to utilize the new revenues derived from the State's \$0.19 increase to the Motor Fuel Tax. In addition, the General – CIP Fund will transfer proceeds from a \$0.03 per gallon local gas tax that was instituted by the City as of April 1, 2020. See line item 30-00-8-942 for the anticipated interest payment. It should be noted that no principal payment is expected in FY20/21, but will commence beginning in FY21/22.



Annual Budget  
FY20/21

# Library Debt Service

## Library Debt Service

All of the Woodstock Library Debt is administered through this Fund. In FY99/00, following passage of a public referendum, \$3.9 million in General Obligation Bonds were issued to finance the construction of an addition to the City's Library. These bonds have been completely repaid from a publicly-approved property tax. In FY00/01, an additional \$500,000 in Alternate Revenue Bonds was issued to finance additional construction costs for the Library expansion. The Alternate Revenue Bonds are repaid from the Library's impact fees or the Public Library Building Fund's property taxes, if impact fees are insufficient.

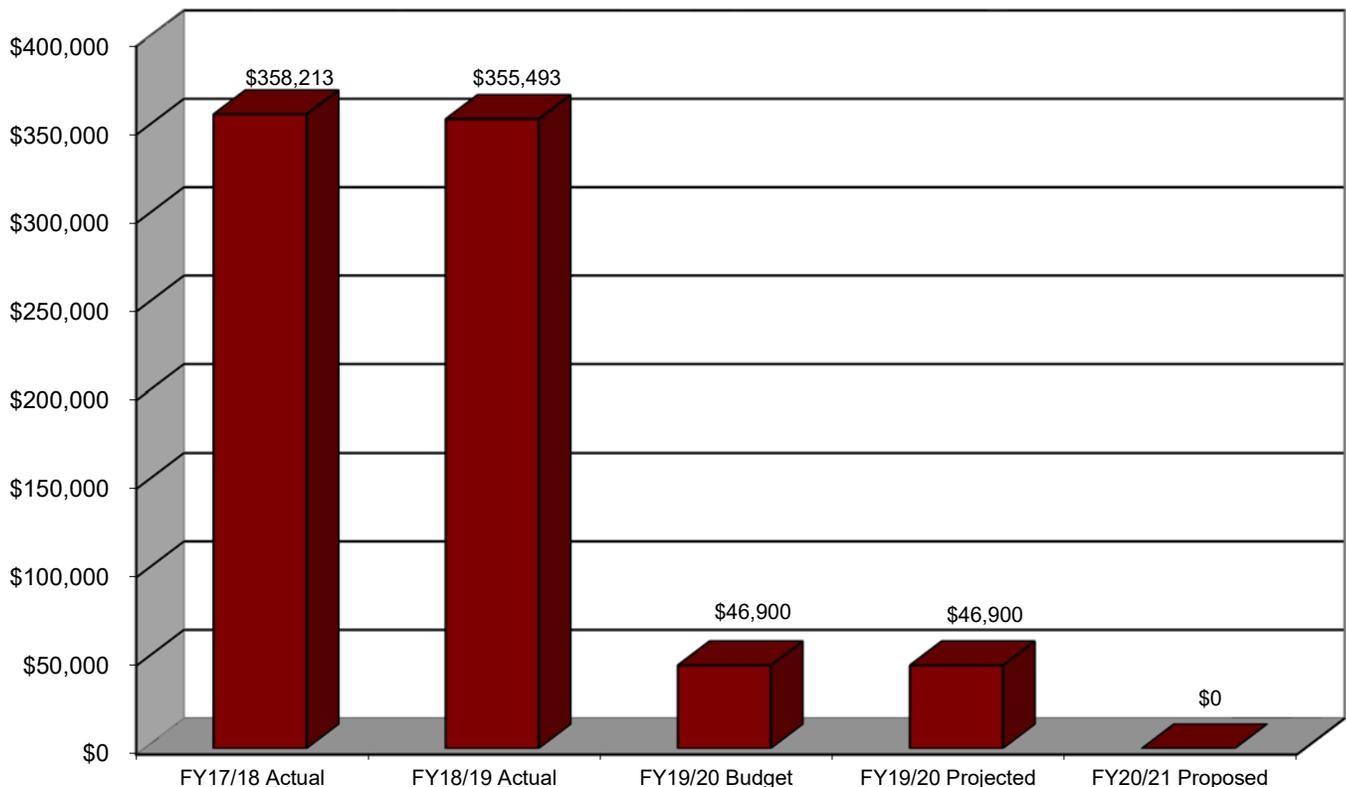


All debt related to the Library Fund has been paid off, with the last payment occurring in FY19/20 and this Fund will be removed from the budget in three (3) years once historical data is no longer required to be presented.

### Objectives:

- Insure annual bond payments for the Library are paid in accordance with the debt's repayment schedule.

## BUDGET COMPARISON



## Library Debt Service Fund

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
Beginning Fund Balance					\$ -	\$ -
<b>REVENUES</b>						
<b>TAXES</b>						
31-00-1-311	Property Tax	\$ 312,778	\$ 310,601	\$ -	\$ -	\$ -
	<b>TOTAL TAXES</b>	<b>\$ 312,778</b>	<b>\$ 310,601</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>OTHER</b>						
31-00-5-381	Interest Income	\$ 1,262	\$ 2,307	\$ -	\$ -	\$ -
	<b>TOTAL OTHER</b>	<b>\$ 1,262</b>	<b>\$ 2,307</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL REVENUES (BEFORE TRANSFERS)</b>		<b>\$ 314,040</b>	<b>\$ 312,908</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TRANSFERS (TO)/FROM OTHER FUNDS</b>						
31-00-9-390	Transfer from Library Building Fund	\$ 44,173	\$ 42,584	\$ 47,100	\$ 46,900	\$ -
	<b>TOTAL TRANSFERS (TO)/FROM OTHER FUNDS</b>	<b>\$ 44,173</b>	<b>\$ 42,584</b>	<b>\$ 47,100</b>	<b>\$ 46,900</b>	<b>\$ -</b>
<b>TOTAL REVENUES (AFTER TRANSFERS)</b>		<b>\$ 358,213</b>	<b>\$ 355,492</b>	<b>\$ 47,100</b>	<b>\$ 46,900</b>	<b>\$ -</b>
<b>EXPENSES</b>						
<b>CONTRACTUAL SERVICES</b>						
31-00-5-516	Agent Expense	\$ 583	\$ 663	\$ 300	\$ 300	\$ -
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 583</b>	<b>\$ 663</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ -</b>
<b>INTEREST EXPENSE</b>						
31-00-8-934	Library GO-2005A/2014A	\$ 23,600	\$ 12,000	\$ -	\$ -	\$ -
31-00-8-935	Library AR-2010B	4,030	2,830	1,600	1,600	-
	<b>TOTAL INTEREST EXPENSE</b>	<b>\$ 27,630</b>	<b>\$ 14,830</b>	<b>\$ 1,600</b>	<b>\$ 1,600</b>	<b>\$ -</b>
<b>OTHER (PRINCIPAL)</b>						
31-00-8-909	Library GO-2005A/2014A	\$ 290,000	\$ 300,000	\$ -	\$ -	\$ -
31-00-8-910	Library AR-2010B	40,000	40,000	45,000	45,000	-
	<b>TOTAL OTHER (PRINCIPAL)</b>	<b>\$ 330,000</b>	<b>\$ 340,000</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>	<b>\$ -</b>
<b>TOTAL LIBRARY DEBT SERVICE FUND EXPENSES</b>		<b>\$ 358,213</b>	<b>\$ 355,493</b>	<b>\$ 46,900</b>	<b>\$ 46,900</b>	<b>\$ -</b>
<b>NET INCREASE (DECREASE)</b>		<b>\$ -</b>	<b>\$ (1)</b>	<b>\$ 200</b>	<b>\$ -</b>	<b>\$ -</b>
Ending Fund Balance					\$ -	\$ -

## Library Debt Service Fund Line Item Descriptions

### 31-00-1-311 Property Tax \$ 0

FY17/18 Actual:	\$ 312,778	FY18/19 Actual:	\$ 310,601
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

A referendum was passed by citizens of Woodstock to institute a separate property tax to pay the debt related to renovations at the Woodstock Public Library. This debt service payment has been paid off.

### 31-00-5-381 Interest Income \$ 0

FY17/18 Actual:	\$ 1,262	FY18/19 Actual:	\$ 2,307
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Interest earned on money that is held to pay future Woodstock Library debt payments.

### 31-00-9-390 Transfer from Library Building Fund \$ 0

FY17/18 Actual:	\$ 44,173	FY18/19 Actual:	\$ 42,584
FY19/20 Budget:	\$ 47,100	FY19/20 Projected:	\$ 46,900
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

While the General Obligation Debt Series 2014A was paid by a property tax levy that was authorized by the voters, Alternative Revenue Debt Series 2010B is paid using library impact fees or the Library Building Fund's property taxes, if impact fees are insufficient. Since these revenue sources are recorded in the Library Building Fund, a transfer must be made.

### 31-00-5-516 Agent Expense \$ 0

FY17/18 Actual:	\$ 583	FY18/19 Actual:	\$ 663
FY19/20 Budget:	\$ 300	FY19/20 Projected:	\$ 300
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

A paying agent is used to pay bondholders of Woodstock Library's debt. The cost of this paying agent is recorded within this line item.

### 31-00-8-934 Library GO-2005A/2014A (Interest) \$ 0

FY17/18 Actual:	\$ 23,600	FY18/19 Actual:	\$ 12,000
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Interest cost related the Woodstock Library GO Debt 2005A/2014A is recorded in this line item. This debt was originally issued to expand and renovate the Library facility in 2000. In the year 2014, this debt was refunded in order to capitalize on lower interest rates. This debt was fully repaid in FY18/19.

**31-00-8-935 Library AR-2010B (Interest) \$ 0**

FY17/18 Actual:	\$ 4,030	FY18/19 Actual:	\$ 2,830
FY19/20 Budget:	\$ 1,600	FY19/20 Projected:	\$ 1,600
Budget to Proposed	-100.0% ▾	Projected to Proposed	-100.0% ▾

When the Woodstock Library was renovated in 2000, an additional Alternate Revenue Bond was issued above and beyond the GO Debt that was authorized. This bond was most recently refunded in 2010 in order to capitalize on lower interest rates. Line item 31-00-8-910 recorded the principal payment.

**31-00-8-909 Library GO-2005A/2014A (Principal) \$ 0**

FY17/18 Actual:	\$ 290,000	FY18/19 Actual:	\$ 300,000
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

The repayment of principal related to the Woodstock Library GO Debt 2005A/2014A is recorded in this line item. This debt was originally issued to expand and renovate the Library facility in 2000. In 2014, this debt was refunded in order to capitalize on lower interest rates. This debt was fully repaid in FY18/19.

**31-00-8-910 Library AR-2010B (Principal) \$ 0**

FY17/18 Actual:	\$ 40,000	FY18/19 Actual:	\$ 40,000
FY19/20 Budget:	\$ 45,000	FY19/20 Projected:	\$ 45,000
Budget to Proposed	-100.0% ▾	Projected to Proposed	-100.0% ▾

When the Woodstock Library was renovated in 2000, an additional Alternate Revenue Bond was issued above and beyond the GO Debt that was authorized. This bond was most recently refunded in 2010 in order to capitalize on lower interest rates. This debt was fully repaid in FY19/20.



Annual Budget  
FY20/21

# **Tax Increment Financing (TIF) #1**

## Tax Increment Financing Fund, TIF #1

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The Woodstock Downtown Tax Increment Finance (TIF) District (TIF #1), comprising approximately 113 acres, was established in April of 1997 to enact goals and objectives outlined in the *1994 Woodstock Comprehensive Plan* and the *Woodstock Downtown Sub-Area Plan*. The establishment of this district allows private investors and local governments to undertake redevelopment projects by utilizing the increase in property tax revenues, or **tax increment**, as a funding source. This funding source for TIF improvements has a 23-year life, expiring in 2020. The tax increment is the difference between the amount of property tax revenue generated before TIF district designation and the amount of property tax revenue generated after TIF designation. Establishment of a TIF does not reduce property tax revenues available to the overlapping taxing bodies. Property taxes collected on properties included in the TIF at the time of its designation continue to be distributed to the school district, county, community college, etc. in the same manner as if the TIF did not exist. On January 2019, several properties from TIF #1, including the Old Courthouse and Sheriff's House, were removed and placed into the newly established TIF #2.



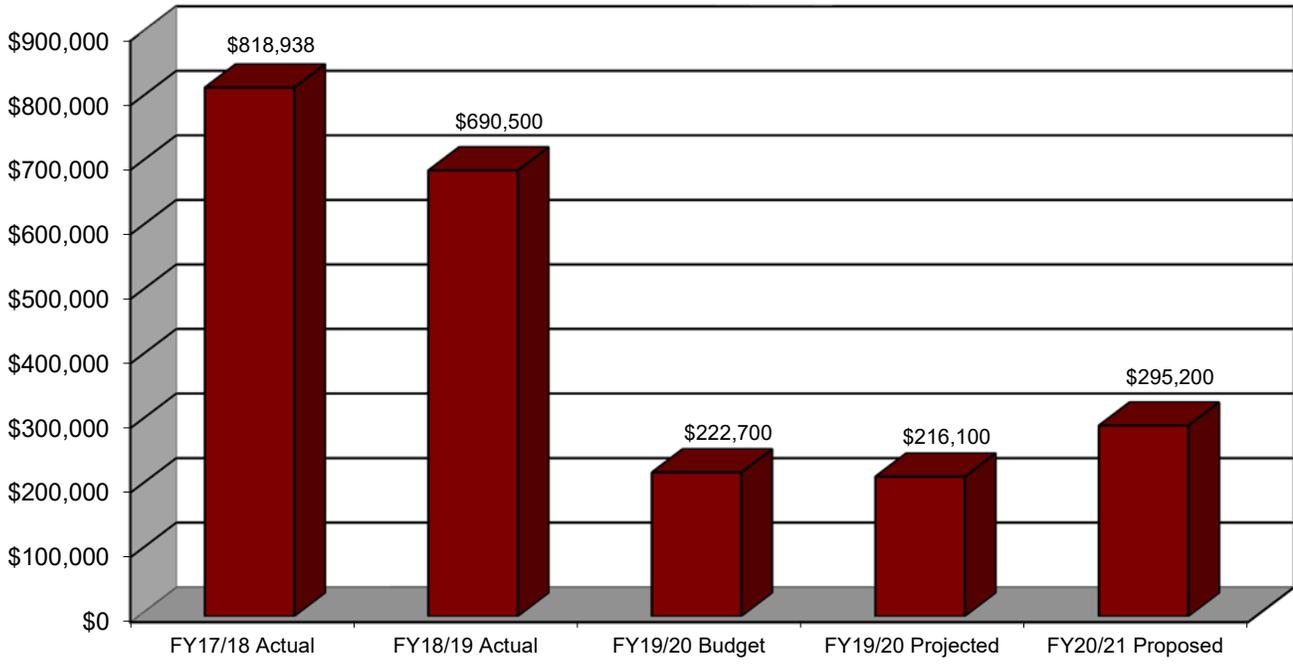
### FY19/20 Accomplishments

- Approved façade improvement projects at 220 E. Calhoun Street and 218 N. Throop Street.
- The City will administer an annual Downtown Brick Replacement Program for the sole purpose of preserving the infrastructure and the character of the downtown while at the same time provide a surface that is safe for vehicular and pedestrian traffic.

### FY20/21 Goals and Objectives

- The City will continue to administer the Façade Improvement Program through the TIF budget. Staff will work to approve as many of the projects as possible within budget constraints and work with project applicants to insure equitable City/owner participation.
- The City will facilitate a garbage enclosure program in FY20/21. Two separate areas in the downtown will benefit from property acquisition, billing coordination, and design/construction of uniform garbage enclosures to begin to employ regionalized waste collection and improve area aesthetics.
- The City will continue its Annual Downtown Brick Replacement Program for the purpose of preserving the infrastructure and the character of the downtown while at the same time providing a surface that is safe for vehicular and pedestrian traffic.

## BUDGET COMPARISON



**Tax Increment Financing Fund, TIF #1**

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
Beginning Fund Balance					\$ (197,100)	\$ -
<b>REVENUES</b>						
<b>TAXES</b>						
41-00-1-311	Property Tax	\$ 608,868	\$ 656,753	\$ 650,000	\$ 712,600	\$ 500,000
<b>TOTAL TAXES</b>		<b>\$ 608,868</b>	<b>\$ 656,753</b>	<b>\$ 650,000</b>	<b>\$ 712,600</b>	<b>\$ 500,000</b>
<b>OTHER</b>						
41-00-5-363	TIF Grant Revenue	\$ 780	\$ 133,366	\$ -	\$ -	\$ -
41-00-5-381	Interest Income	20,900	1,217	-	2,600	1,500
41-00-5-382	Rental Revenues	21,220	14,194	-	-	-
41-00-5-383	Courthouse Donations	-	6,885	-	900	-
<b>TOTAL OTHER</b>		<b>\$ 42,900</b>	<b>\$ 155,662</b>	<b>\$ -</b>	<b>\$ 3,500</b>	<b>\$ 1,500</b>
<b>TOTAL REVENUES (BEFORE TRANSFERS)</b>		<b>\$ 651,768</b>	<b>\$ 812,415</b>	<b>\$ 650,000</b>	<b>\$ 716,100</b>	<b>\$ 501,500</b>
<b>TRANSFERS (TO)/FROM OTHER FUNDS</b>						
41-00-9-942	Transfer To TIF #2	\$ -	\$ -	\$ (292,700)	\$ (302,900)	\$ (206,300)
<b>TOTAL REVENUES (AFTER TRANSFERS)</b>		<b>\$ 651,768</b>	<b>\$ 812,415</b>	<b>\$ 357,300</b>	<b>\$ 413,200</b>	<b>\$ 295,200</b>
<b>EXPENSES</b>						
<b>CONTRACTUAL SERVICES</b>						
41-00-5-502	Legal Services	\$ 10	\$ 5,363	\$ 500	\$ 100	\$ 1,000
41-00-5-599	Property Taxes	9,776	9,785	-	-	-
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>\$ 9,786</b>	<b>\$ 15,148</b>	<b>\$ 500</b>	<b>\$ 100</b>	<b>\$ 1,000</b>
<b>CAPITAL OUTLAY</b>						
41-00-7-721	Streetscape Improvements	\$ 87,778	\$ 2,954	\$ -	\$ -	\$ -
41-00-7-723	Façade Improvement Program	-	8,767	10,000	8,800	5,000
41-00-7-725	Downtown Brick Replacement	25,087	31,295	10,000	10,000	10,000
41-00-7-726	Pedestrian Amenities	-	-	2,000	2,000	-
41-00-7-727	Sidewalk Maintenance & Replacement	14,831	4,221	5,000	-	5,000
41-00-7-728	Downtown Trash Enclosures	-	-	-	-	80,000
41-00-7-729	Old Courthouse	485,851	432,460	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 613,547</b>	<b>\$ 479,697</b>	<b>\$ 27,000</b>	<b>\$ 20,800</b>	<b>\$ 100,000</b>
<b>INTEREST EXPENSE</b>						
41-00-8-930	Interest Expense	\$ 30,075	\$ 25,125	\$ 19,600	\$ 19,600	\$ 13,600
<b>TOTAL INTEREST EXPENSE</b>		<b>\$ 30,075</b>	<b>\$ 25,125</b>	<b>\$ 19,600</b>	<b>\$ 19,600</b>	<b>\$ 13,600</b>

**Tax Increment Financing Fund, TIF #1 (Continued)**

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
<b>OTHER</b>						
41-00-8-901	Agent Expenses	\$ 530	\$ 530	\$ 600	\$ 600	\$ 600
41-00-8-905	Principal on AR Bonds	165,000	170,000	175,000	175,000	180,000
	<b>TOTAL OTHER</b>	<b>\$ 165,530</b>	<b>\$ 170,530</b>	<b>\$ 175,600</b>	<b>\$ 175,600</b>	<b>\$ 180,600</b>
<b>TOTAL TAX INCREMENT FINANCING FUND, TIF #1 EXPENSES</b>		<b>\$ 818,938</b>	<b>\$ 690,500</b>	<b>\$ 222,700</b>	<b>\$ 216,100</b>	<b>\$ 295,200</b>
<b>NET INCREASE (DECREASE)</b>		<b>\$ (167,170)</b>	<b>\$ 121,915</b>	<b>\$ 134,600</b>	<b>\$ 197,100</b>	<b>\$ -</b>
<b>Ending Fund Balance</b>					<b>\$ -</b>	<b>\$ -</b>

**Tax Increment Financing Fund, TIF #1 Item Descriptions**

<b>41-00-1-311 Property Tax</b>				<b>\$ 500,000</b>
FY17/18 Actual:	\$ 608,868	FY18/19 Actual:	\$ 656,753	
FY19/20 Budget:	\$ 650,000	FY19/20 Projected:	\$ 712,600	
Budget to Proposed	<b>-23.1% ▽</b>	Projected to Proposed	<b>-29.8% ▽</b>	

The proposed budget figure reflects the anticipated property tax revenue as estimated by the Finance Department.

<b>41-00-5-363 TIF Grant Revenue</b>				<b>\$ 0</b>
FY17/18 Actual:	\$ 780	FY18/19 Actual:	\$ 133,366	
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0	
Budget to Proposed	N/A	Projected to Proposed	N/A	

The City received a grant in FY18/19 from the McHenry County CDBG program to begin the masonry assessment and repairs to the Old Courthouse. The Old Courthouse was transferred to TIF #2 in FY18/19.

<b>41-00-5-381 Interest Income</b>				<b>\$ 1,500</b>
FY17/18 Actual:	\$ 20,900	FY18/19 Actual:	\$ 1,217	
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 2,600	
Budget to Proposed	N/A	Projected to Proposed	<b>-42.3% ▽</b>	

This line item is for interest realized from the investment of TIF revenues.

<b>41-00-5-382 Rental Revenues</b>				<b>\$ 0</b>
FY17/18 Actual:	\$ 21,220	FY18/19 Actual:	\$ 14,194	
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0	
Budget to Proposed	N/A	Projected to Proposed	N/A	

This line item reflects revenue generated as rent for the use of the Old Courthouse. Rental payments from this facility will now be reflected in the General Fund.

**41-00-5-383 Courthouse Donations \$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 6,885
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 900
Budget to Proposed	N/A	Projected to Proposed	-100.0% ▽

Revenue includes contributions made by Old Courthouse users, donors, or the public to the 501(c)3 charitable fund for the purpose of maintaining, preserving and/or restoring the facility.

**41-00-9-942 Transfer to TIF #2 (\$ 206,300)**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	(\$ 292,700)	FY19/20 Projected:	(\$ 302,900)
Budget to Proposed	-29.5% ▽	Projected to Proposed	-31.9% ▽

The TIF Act allows funds to be transferred between adjoining TIF districts. Therefore, in order to provide funding for the Old Courthouse and establish working capital for TIF #2 until property tax funds are received, a transfer has been included.

**41-00-5-502 Legal Services \$ 1,000**

FY17/18 Actual:	\$ 10	FY18/19 Actual:	\$ 5,363
FY19/20 Budget:	\$ 500	FY19/20 Projected:	\$ 100
Budget to Proposed	100.0% △	Projected to Proposed	900.0% △

This line item covers legal expenses related to the drafting of TIF district development agreements. Legal services may be required to close out TIF #1 upon its expiration.

**41-00-5-599 Property Taxes \$ 0**

FY17/18 Actual:	\$ 9,776	FY18/19 Actual:	\$ 9,785
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

The City is required to pay property taxes for portions of the Old Courthouse and Sheriff's House that are leased to commercial for-profit enterprises. These costs are now funded via the General Fund.

**41-00-7-721 Streetscape Improvements \$ 0**

FY17/18 Actual:	\$ 87,778	FY18/19 Actual:	\$ 2,954
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

In FY17/18, funds were used to construct four individual outdoor dining decks along Benton Street north of E. Judd Street, in addition to the construction of an arch to frame out the Main Street entrance to the Pedway, and a fence at the west end of the Pedway in order to protect the landscape area and the monuments, which were included with the Mural.

**41-00-7-723 Façade Improvement Program \$ 5,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 8,767
FY19/20 Budget:	\$ 10,000	FY19/20 Projected:	\$ 8,800
Budget to Proposed	-50.0% ▽	Projected to Proposed	-43.2% ▽

The Façade Improvement Program (FIP) helps promote the continued use and maintenance of commercial buildings in the Historic Downtown Business Preservation District. In FY18/19, façade improvement projects were funded for 110 S. Johnson Street, 136 Cass Street, 105 E. Judd Street and 236 Main Street.

**41-00-7-725 Downtown Brick Replacement \$ 10,000**

FY17/18 Actual:	\$ 25,087	FY18/19 Actual:	\$ 31,295
FY19/20 Budget:	\$ 10,000	FY19/20 Projected:	\$ 10,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item provides funding to replace those bricks within the Square that have cracked, heaved, sunk, or shattered due to the stresses from cars, trucks, snowplows, and the freeze-thaw cycle. In May of 2020, City staff will inspect existing conditions on bricks streets in the downtown and devise a plan to improve those areas that have the greatest deficiencies.

**41-00-7-726 Pedestrian Amenities \$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 2,000	FY19/20 Projected:	\$ 2,000
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

Funds in this line item are used to purchase amenities, which provide continuity to Woodstock’s streetscape plans, in the downtown. Bicycle racks for installation in the TIF District were funded in FY19/20 along with a small amount of funds to replace garbage cans, planter boxes, cigarette urns, etc., as needed.

**41-00-7-727 Sidewalk Maintenance & Replacement \$ 5,000**

FY17/18 Actual:	\$ 14,831	FY18/19 Actual:	\$ 4,221
FY19/20 Budget:	\$ 5,000	FY19/20 Projected:	\$ 0
Budget to Proposed	0.0%	Projected to Proposed	N/A

This line item pays for regular maintenance, repair, and replacement of existing sidewalks within the TIF District in an effort to improve the safety and appearance of the downtown. As TIF funds are limited and will expire in a couple of years, as well as the many competing projects, this line item will eventually be transitioned to the General – CIP Fund for future funding.

**41-00-7-728 Downtown Garbage Enclosures \$ 80,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Funding requested in FY20/21 will allow the City to complete two garbage enclosures in the downtown to facilitate regional garbage solutions, which will unify waste services for multiple downtown businesses. These efforts will require the City to complete property negotiation and purchase, billing coordination, and eventual design/construction of the garbage enclosures.

**41-00-7-729 Old Courthouse \$ 0**

FY17/18 Actual:	\$ 485,851	FY18/19 Actual:	\$ 432,460
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

The Old Courthouse and Sheriff's House were removed from TIF #1 and placed in TIF #2. Funding for improvements to these facilities will be addressed in TIF #2.

**41-00-8-930 Interest Expense \$ 13,600**

FY17/18 Actual:	\$ 30,075	FY18/19 Actual:	\$ 25,125
FY19/20 Budget:	\$ 19,600	FY19/20 Projected:	\$ 19,600
Budget to Proposed	-30.6% ▽	Projected to Proposed	-30.6% ▽

Interest related to the Series 2010C and 2010E Alternate Revenue Bonds are paid from this line item, which refunded the 2002E and 2002G Alternate Revenue Bonds.

The City originally issued the 2002E and 2002G Alternate Revenue Bonds for the purpose of refinancing the outstanding debt for the acquisition of 421 and 425 Clay Street, and the purchase of the property at 409 Clay Street. In addition, funds were used to improve public infrastructure as part of the Die Cast (Woodstock Station) redevelopment project.

See line item 41-00-8-905 for the remaining debt schedule related to the 2010C and 2010E Series Bonds.

**41-00-8-901 Agent Expenses \$ 600**

FY17/18 Actual:	\$ 530	FY18/19 Actual:	\$ 530
FY19/20 Budget:	\$ 600	FY19/20 Projected:	\$ 600
Budget to Proposed	0.0%	Projected to Proposed	0.0%

The projected costs are for services related to payment on the two outstanding bonds paid through the TIF #1 Fund.

**41-00-8-905 Principal on AR Bonds \$ 180,000**

FY17/18 Actual:	\$ 165,000	FY18/19 Actual:	\$ 170,000
FY19/20 Budget:	\$ 175,000	FY19/20 Projected:	\$ 175,000
Budget to Proposed	2.9% $\Delta$	Projected to Proposed	2.9% $\Delta$

Principal related to the Series 2010C and 2010E Bonds are paid from this line item. For a further description of these bonds see line item 41-00-8-930. The remaining debt service schedules are provided below:

<b>Bond Series 2010C</b>				
<b>Payment Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Annual Debt Payment</b>
6/1/2020		\$ 5,534	\$ 5,534	
12/1/2020	\$ 145,000	\$ 5,534	\$ 150,534	\$ 156,068
6/1/2021		\$ 2,906	\$ 2,906	
12/1/2021	\$ 155,000	\$ 2,906	\$ 157,906	\$ 160,812

<b>Bond Series 2010E</b>				
<b>Payment Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Annual Debt Payment</b>
6/1/2020		\$ 1,291	\$ 1,291	
12/1/2020	\$ 35,000	\$ 1,291	\$ 36,291	\$ 37,582
6/1/2021		\$ 656	\$ 656	
12/1/2021	\$ 35,000	\$ 656	\$ 35,656	\$ 36,312



Annual Budget  
FY20/21

# **Tax Increment Financing (TIF) #2**

## Tax Increment Financing Fund, TIF #2

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The Woodstock Downtown and Route 47 Tax Increment Finance (TIF) District, comprising approximately 562 acres, was established in January of 2019 to enact goals and objectives outlined in the *2008 Woodstock Comprehensive Plan* and the *Woodstock Downtown Plan*. The establishment of this district allows private investors and local governments to undertake redevelopment projects by utilizing the increase in property tax revenues, or **tax increment**, as a funding source. This funding source for TIF improvements has a 23-year life, expiring in 2042. The tax increment is the difference between the amount of property tax revenue generated before TIF district designation and the amount of property tax revenue generated after TIF designation. Establishment of a TIF does not reduce property tax revenues available to the overlapping taxing bodies. Property taxes collected on properties included in the TIF at the time of its designation continue to be distributed to the school district, county, community college, etc. in the same manner as if the TIF did not exist.



### FY19/20 Accomplishments

- Began full implementation of the Woodstock Tax Increment Financing District #2 – Downtown & Route 47. This tool makes incentives available for over 500 acres of land within Woodstock, for strategic economic development projects involving commercial and manufacturing growth.
- The first five such projects were approved totaling \$9.5 million in project costs. These investments were secured with redevelopment agreements valued at up to \$3.0 million in incentives.
- Secured the first high-density residential project in furtherance of the goals within the new Downtown Woodstock Development Plan – a 30-unit apartment building. Other residential developments are in progress.
- Collaborated with District 200 to approve an Intergovernmental Agreement that protects their ability to educate students who live in TIF-assisted housing developments.
- Completed a feasibility analysis that shows strong demand for a new upper mid-scale hotel property in Woodstock, and continue to develop relationships with potential investors.
- Selected an environmental consultant to work with TIF sites to identify contamination and address concerns. Began remediation on former gas stations on Lake Ave., Route 47, Madison St., and Washington St.
- The third year of an anticipated four-year masonry restoration project on the Old Courthouse was completed. The work extended from the southwest corner to the main east facade (facing the Square). Additional work performed by the contractor, MTH Industries, included cleaning of the limestone course and some window sills, caulking the front steps to prevent grout erosion from de-icing salt, and repair of the Sheriff's House downspouts.
- Gary W. Anderson Architects was contracted to perform a Master Space Planning Study to evaluate the viability of certain uses and develop potential improvement costs to accommodate the identified uses. The takeaway from the recommendations was that the City should attempt to complete a total renovation of the building and try to attract tenants to a finished space. This approach was deemed feasible if the City can secure historic tax credits to reduce the overall cost of the project. The recommendations were received favorably by the City Council, who directed staff and the city attorney to further explore historic tax credits. Subsequently, the City Council approved retaining the services of

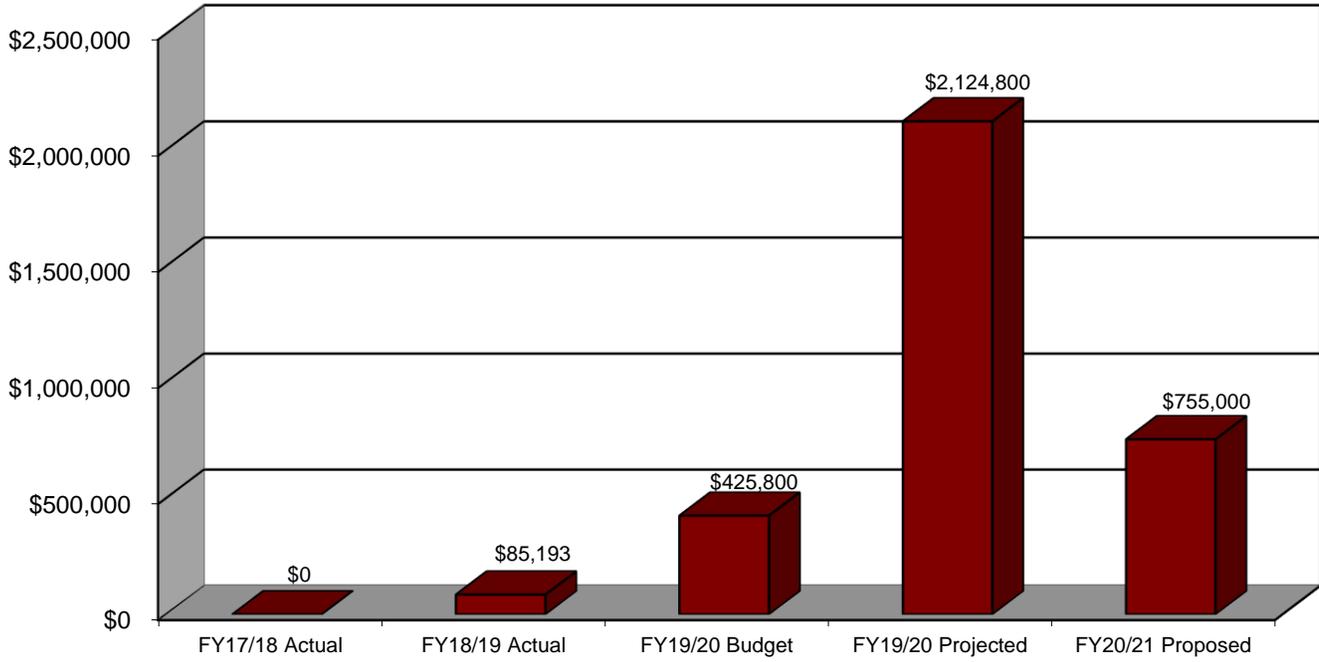
attorneys at Miller Canfield and accountants at Plante Moran to assist with the complicated procedures that come with obtaining historic tax credits.

- City Council approved the issuance of an RFP for prospective tenants interested in a renovated courthouse complex. The process yielded four viable tenants for the building, each consistent with the recommendations from the advisory commission. In early 2020, the commission and the City Council reviewed the proposals. Staff was directed to coordinate with the prospective tenants and Gary W. Anderson Architects, which the City had approved to produce architectural and engineering plans for the building renovation.
- The City will continue to administer the Façade Improvement Program through the TIF budget. Staff will work to approve as many of the projects as possible within budget constraints and work with project applicants to insure equitable City/owner participation.
- Installed the first Electric Vehicle Charging Station in downtown Woodstock.
- The City will administer an annual Downtown Brick Replacement Program for the sole purpose of preserving the infrastructure and the character of the downtown while at the same time provide a surface that is safe for vehicular and pedestrian traffic.

### **FY20/21 Goals and Objectives**

- Staff will bring to the City Council a “package” of uses/users, leases, and space design for the Old Courthouse and Sheriff’s House. As the process continues to show viability and retains the support of the Council, architectural drawings will be finalized and submitted to both the relevant federal and state offices for approval. Final historic tax credit approvals will be issued in December. If the project is awarded the desired credits, the Council will decide whether to go forward with the project and determine if ownership of the buildings will be turned over to a for-profit LLC, which can take advantage of the tax credits (and of which the City will retain control). The City would issue a general obligation bond to be primarily paid for through revenues generated by the restored buildings.
- Implement recommendations of the Downtown Development Plan, which can be accomplished within eligible TIF programs and budgets.
- Continue to secure private investment within the Redevelopment Area, which may include the adoption of TIF Redevelopment Agreements to incentivize certain projects.
- Secure a private-sector development partner to redevelop the Die Cast site with a mixed-use residential focus, according to the vision and priorities established by the City Council.
- Secure and clear the former Seeger’s Grain site to enable this site to be marketed as potential development land. This could also be used as an extension of the Public Works yard.
- Develop the relationships and infrastructure to create regional collection sites for common commercial garbage generation, with appropriate screening, to beautify the downtown.
- Evaluate and plan for improvement of the wayfinding signage leading to the Woodstock Square, as recommended in the Downtown Development Plan.
- Evaluate and plan for improvement of sidewalk enhancements, street furniture, and bike racks in the downtown. Sidewalk and curb anywhere within the TIF District will be considered, with priority given to those areas working from the Square outward.
- Administer the annual Downtown Brick Replacement Program to preserve the infrastructure and the character of the downtown, while at the same time provide a surface that is safe for vehicular and pedestrian traffic.
- Prepare Environmental Remediation Plans for identified sites to secure future redevelopment of these challenged properties.

## BUDGET COMPARISON



## Tax Increment Financing Fund, TIF #2

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
Beginning Fund Balance					\$ (86,000)	\$ (265,700)
<b>REVENUES</b>						
<b>TAXES</b>						
42-00-1-311	Property Tax	\$ -	\$ -	\$ -	\$ -	\$ 150,000
<b>TOTAL TAXES</b>		\$ -	\$ -	\$ -	\$ -	\$ 150,000
<b>OTHER</b>						
42-00-5-363	TIF Grant Revenue	\$ -	\$ -	\$ 55,000	\$ 86,000	\$ -
42-00-5-370	Loan Revenue	-	-	-	1,500,000	-
42-00-5-382	Rental Revenues	-	5,406	45,900	-	-
42-00-5-383	Courthouse Donations	-	4,150	10,800	27,200	17,200
<b>TOTAL OTHER</b>		\$ -	\$ 9,556	\$ 111,700	\$ 1,613,200	\$ 17,200
<b>TOTAL REVENUES (BEFORE TRANSFERS)</b>		\$ -	\$ 9,556	\$ 111,700	\$ 1,613,200	\$ 167,200
<b>TRANSFERS (TO)/FROM OTHER FUNDS</b>						
42-00-9-391	Transfer From TIF #1	\$ -	\$ -	\$ 292,700	\$ 302,900	\$ 206,300
42-00-9-392	Transfer From General Fund	-	-	-	29,000	22,900
<b>TOTAL TRANSFERS (TO)/FROM OTHER FUNDS</b>		\$ -	\$ -	\$ 292,700	\$ 331,900	\$ 229,200
<b>TOTAL REVENUES (AFTER TRANSFERS)</b>		\$ -	\$ 9,556	\$ 404,400	\$ 1,945,100	\$ 396,400
<b>EXPENSES</b>						
<b>CONTRACTUAL SERVICES</b>						
42-00-5-502	Legal Services	\$ -	\$ 24,268	\$ 10,000	\$ 13,000	\$ 15,000
42-00-5-504	Professional Services	-	34,724	5,000	1,000	2,000
42-00-5-515	Marketing	-	-	-	-	30,000
42-00-5-538	Publishing Services	-	78	-	-	-
42-00-5-552	Service to Maintain Equipment	-	483	-	-	-
42-00-5-560	Redevelopment Agreements	-	-	-	-	8,000
42-00-5-599	Property Taxes	-	-	9,800	-	-
<b>TOTAL CONTRACTUAL SERVICES</b>		\$ -	\$ 59,553	\$ 24,800	\$ 14,000	\$ 55,000
<b>COMMODITIES</b>						
42-00-6-601	Postage	\$ -	\$ 10,000	\$ -	\$ -	\$ -
42-00-6-606	Supplies	-	257	-	-	-
<b>TOTAL COMMODITIES</b>		\$ -	\$ 10,257	\$ -	\$ -	\$ -
<b>CAPITAL OUTLAY</b>						
42-00-7-721	Streetscape Improvements	\$ -	\$ -	\$ -	\$ 41,600	\$ 15,000
42-00-7-723	Façade Improvement Program	-	5,000	50,000	1,800	20,000
42-00-7-725	Downtown Brick Replacement	-	-	20,000	24,300	25,000
42-00-7-726	Pedestrian Amenities	-	-	8,000	4,000	5,000
42-00-7-727	Sidewalk Maintenance & Replacement	-	-	10,000	10,000	15,000
42-00-7-728	Lake Avenue Gas Station	-	-	-	38,700	-
42-00-7-729	Old Courthouse	-	20,640	302,000	481,400	340,000
42-00-7-730	Electric Vehicle Charging Station	-	-	11,000	9,000	-
42-00-7-731	Property Acquisition	-	-	-	1,500,000	200,000
42-00-7-732	Garbage Enclosures	-	-	-	-	80,000
<b>TOTAL CAPITAL OUTLAY</b>		\$ -	\$ 25,640	\$ 401,000	\$ 2,110,800	\$ 700,000
<b>INTEREST EXPENSE</b>						
42-00-8-901	Interest Expense 2020 GO Loan	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL INTEREST EXPENSE</b>		\$ 353	\$ -	\$ -	\$ -	\$ -

**Tax Increment Financing Fund, TIF #2 (Continued)**

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
<b>OTHER</b>						
42-00-8-902	Principal on 2020 GO Loan	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL OTHER</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL TAX INCREMENT FINANCING FUND, TIF #2 EXPENSES</b>		\$ -	\$ 85,193	\$ 425,800	\$ 2,124,800	\$ 755,000
<b>NET INCREASE (DECREASE)</b>		\$ -	\$ (75,637)	\$ (21,400)	\$ (179,700)	\$ (358,600)
<b>Ending Fund Balance</b>					\$ (265,700)	\$ (624,300)

**Tax Increment Financing Fund, TIF #2 Item Descriptions**

<b>42-00-1-311</b>	<b>Property Tax</b>					<b>\$ 150,000</b>
	FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0		
	FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0		
	Budget to Proposed	N/A	Projected to Proposed	N/A		

TIF #2 was established in January 2019, this will be the first incremental revenue received into the fund. In total, twenty-three years of revenue may be received.

<b>42-00-5-363</b>	<b>TIF Grant Revenue</b>					<b>\$ 0</b>
	FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0		
	FY19/20 Budget:	\$ 55,000	FY19/20 Projected:	\$ 86,000		
	Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽		

No grant revenues are expected at this time. In FY19/20, grants were received from the McHenry County CDBG Program for the Old Courthouse, and from the Environmental Defenders for an Electric Vehicle (EV) charging station.

<b>42-00-5-370</b>	<b>Loan Revenue</b>					<b>\$ 0</b>
	FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0		
	FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 1,500,000		
	Budget to Proposed	N/A	Projected to Proposed	-100.0% ▽		

The \$1.5 million loan in FY19/20 represents the purchase price of the Die Cast site. This deal is structured in a way that payments will not be made for two years and interest will not accrue. The goal is to identify a developer and secure a redevelopment agreement, which would begin to repay these costs, prior to the debt service payments becoming effective.

**42-00-5-382 Rental Revenues \$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 5,406
FY19/20 Budget:	\$ 45,900	FY19/20 Projected:	\$ 0
Budget to Proposed	-100.0% ▽	Projected to Proposed	N/A

This line item reflects revenue generated as rent for the use of the Old Courthouse. This revenue is now being accounted for in the General Fund. Any surplus, after the payment of related operating expenses, is transferred from the General Fund to the TIF #2 Fund to assist with Old Courthouse capital projects.

**42-00-5-383 Courthouse Donations \$ 17,200**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 4,150
FY19/20 Budget:	\$ 10,800	FY19/20 Projected:	\$ 27,200
Budget to Proposed	59.3% △	Projected to Proposed	-36.8% ▽

Revenue includes contributions made by Old Courthouse users, donors, or the public to the 501(c)3 charitable fund for the purpose of maintaining, preserving and/or restoring the facility. The significant increase in FY19/20 is due to the entire year's collections being reported within this fund.

**42-00-9-391 Transfer From TIF #1 \$ 206,300**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 292,700	FY19/20 Projected:	\$ 302,900
Budget to Proposed	-29.5% ▽	Projected to Proposed	-31.9% ▽

The TIF Act allows funds to be transferred between adjoining TIF districts. Therefore, a transfer between the City's TIF funds has been incorporated to allow work to continue on the Old Courthouse and to provide TIF #2 with short-term working capital until property tax funds are received.

**42-00-5-392 Transfer from General Fund \$ 22,900**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 29,000
Budget to Proposed	N/A	Projected to Proposed	-21.0% ▽

This transfer represents anticipated surplus funds related to the difference between Old Courthouse rental revenues and associated operating expenditures. Any remaining surplus is then transferred to the TIF #2 Fund for capital outlay costs related to the Old Courthouse.

**42-00-5-502 Legal Services \$15,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 24,268
FY19/20 Budget:	\$ 10,000	FY19/20 Projected:	\$13,000
Budget to Proposed	50.0% △	Projected to Proposed	15.4% △

This line item covers all the legal expenses related to TIF #2. In FY18/19 the expenses were for the creation of the TIF District. Current legal expenses cover the cost of drafting TIF Redevelopment Agreements.

**42-00-5-504 Professional Services \$ 2,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 34,724
FY19/20 Budget:	\$ 5,000	FY19/20 Projected:	\$ 1,000
Budget to Proposed	-60.0% ▽	Projected to Proposed	100.0% △

This line item covers the cost for studies that may be required. The FY18/19 amount relates to the required study utilized to establish the TIF District. Anticipated work would include investigation required for potential property redevelopment.

**42-00-5-515 Marketing \$ 30,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item in FY20/21 provides funding to market TIF #2 sites to developers, including the costs for marketing materials, advertising, portable booth development, and trade show attendance.

**42-00-0-538 Publishing Services \$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 78
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

As part of the establishment of TIF #2 a notice was necessary to be published in a local newspaper.

**42-00-5-552 Service to Maintain Equipment \$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 483
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This line item funded the various copy charges incurred to print the necessary legal notices required to establish the TIF.

**42-00-5-560 Redevelopment Agreements \$ 8,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

During FY19/20, the City entered into five Redevelopment Agreements. These performance-based agreements promise property tax rebates after investment targets are met. All are premised on future property assessment growth on the subject parcels.

**42-00-5-599 Property Taxes \$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 9,800	FY19/20 Projected:	\$ 0
Budget to Proposed	-100.0% ▽	Projected to Proposed	N/A

The City is required to pay property taxes for portions of the Old Courthouse and Sheriff's House that are leased to commercial for-profit enterprises. As with other expenses relating to the maintenance of the Courthouse, this expense is now being accounted for in the General Fund.

**42-00-6-601 Postage \$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 10,000
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

As part of the establishment of TIF #2, various notices were required to be distributed by regular or certified mail.

**42-00-6-606 Supplies \$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 257
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

As part of the establishment of TIF #2, various supplies were necessary.

**42-00-7-721 Streetscape Improvements \$ 15,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 41,600
Budget to Proposed	N/A	Projected to Proposed	-63.9% ▽

In FY19/20, TIF #2 provided the funding for lighting improvements to the downtown. In FY20/21, funding has been requested to evaluate and improve upon the wayfinding signage leading to the Woodstock Square, as recommended in the Downtown Development Plan.

**42-00-7-723 Façade Improvement Program \$ 20,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 5,000
FY19/20 Budget:	\$ 50,000	FY19/20 Projected:	\$ 1,800
Budget to Proposed	-60.0% ▽	Projected to Proposed	1,011.1% △

The Façade Improvement Program (FIP) helps promote the continued use and maintenance of commercial buildings in the Historic Downtown Business Preservation District. The expanded TIF area is expected to increase the number of applications and will warrant an increase to Façade Improvement Program funding.

**42-00-7-725 Downtown Brick Replacement \$ 25,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 20,000	FY19/20 Projected:	\$ 24,300
Budget to Proposed	25.0% <span style="color: red;">△</span>	Projected to Proposed	2.9% <span style="color: red;">△</span>

This line item provides funding to replace those bricks within the Square that have cracked, heaved, sunk, or shattered due to the stresses from cars, trucks, snowplows, and the freeze-thaw cycle.

**42-00-7-726 Pedestrian Amenities \$ 5,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 8,000	FY19/20 Projected:	\$ 4,000
Budget to Proposed	-37.5% <span style="color: green;">▽</span>	Projected to Proposed	25.0% <span style="color: red;">△</span>

Funds in this line item are used to purchase amenities, which provide continuity to Woodstock's streetscape plans in the downtown. In FY20/21, garbage receptacle liners, garbage cans, planter boxes, park benches, etc., will be purchased through this line item.

**42-00-7-727 Sidewalk Maintenance & Replacement \$ 15,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 10,000	FY19/20 Projected:	\$ 10,000
Budget to Proposed	50.0% <span style="color: red;">△</span>	Projected to Proposed	50.0% <span style="color: red;">△</span>

This line item pays for regular maintenance, repair, and replacement of existing sidewalks within the TIF District in an effort to improve both safety and appearance.

**42-00-7-728 Lake Avenue Gas Station \$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 38,700
Budget to Proposed	N/A	Projected to Proposed	-100.0% <span style="color: green;">▽</span>

This line item pays for the cost of tearing down the Lake Avenue Gas Station. It has been determined that the gas station is a safety hazard and will be demolished.

**42-00-7-729 Old Courthouse \$ 340,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 20,640
FY19/20 Budget:	\$ 302,000	FY19/20 Projected:	\$ 481,400
Budget to Proposed	12.6% <span style="color: red;">△</span>	Projected to Proposed	-29.4% <span style="color: green;">▽</span>

The anticipated FY20/21 program will finish masonry and soffit work on the building exterior. Some of this work may be delayed according to the eligibility timelines for the Historic Preservation grant funding.

**42-00-7-730 Electric Vehicle Charging Station \$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 11,000	FY19/20 Projected:	\$ 9,000
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

The City has received an offer from the Environmental Defenders of McHenry County to contribute \$5,000 towards the installation of an electric vehicle (EV) charging station in downtown Woodstock. This work will be completed within the FY19/20 budget year.

**42-00-7-731 Property Acquisition \$ 200,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 8,000	FY19/20 Projected:	\$ 1,500,000
Budget to Proposed	N/A	Projected to Proposed	-86.7% ▽

This represents funding for property acquisition within TIF #2 to assemble sites for redevelopment. In FY19/20, the City acquired the Die Cast site for future redevelopment. FY20/21 proposed funding would provide for the future acquisition of property within TIF #2, potentially a one-acre parcel adjacent to the Public Works yard. The final price has yet to be determined, and may include a shared cost of demolition of the existing structures. For both sites, these costs may be recovered as part of TIF redevelopment agreements with private developers.

**42-00-7-732 Garbage Enclosures \$ 80,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

A recommendation of the Downtown Development Plan was to encourage the creation of sites for common commercial garbage collection, with appropriate screening, to beautify the downtown. The up-front cost for two such enclosures is represented here, and may be recovered later through a surcharge to users of the new enclosures. It is anticipated that even with a surcharge, the cost for the users will be less expensive than their current service.

**42-00-8-901 Interest on 2020 GO Loan \$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Interest related to the 2020 GO Loan is paid from this line item. The remaining debt service schedule is provided below:

Payment Date	Principal	Interest	Semi Annual Debt	
			Payment	Total
9/1/2020	\$ 0	\$ 0	\$ 0	\$ 1,500,000.00
3/1/2021	0	0	0	1,500,000.00
9/1/2021	0	0	0	1,500,000.00
3/1/2022	0	0	0	1,500,000.00
9/1/2022	\$ 25,783.83	\$ 27,150.00	\$ 52,933.83	\$ 1,474,216.17
3/1/2023	26,397.94	26,535.89	52,933.83	1,447,818.23
9/1/2024	26,873.10	26,060.73	52,933.83	1,420,945.13
3/1/2024	27,356.82	25,577.01	52,933.83	1,393,588.31
9/1/2025	27,849.24	25,084.59	52,933.83	1,365,739.07
3/1/2025	28,350.53	24,583.30	52,933.83	1,337,388.54
9/1/2026	28,860.84	24,072.99	52,933.83	1,308,527.70
3/1/2026	29,380.33	23,553.50	52,933.83	1,279,147.37
9/1/2027	29,909.18	23,024.65	52,933.83	1,249,238.19
3/1/2027	30,447.54	22,486.29	52,933.83	1,218,790.65
9/1/2028	30,995.60	21,938.23	52,933.83	1,187,795.05
3/1/2028	31,553.52	21,380.31	52,933.83	1,156,241.53
9/1/2029	32,121.48	20,812.35	52,933.83	1,124,120.05
3/1/2029	32,699.67	20,234.16	52,933.83	1,091,420.38
9/1/2030	33,288.26	19,645.57	52,933.83	1,058,132.12
3/1/2030	33,887.45	19,046.38	52,933.83	1,024,244.67
9/1/2031	34,497.43	18,436.40	52,933.83	989,747.24
3/1/2031	35,118.38	17,815.45	52,933.83	954,628.86
9/1/2032	35,750.51	17,183.32	52,933.83	918,878.35
3/1/2032	36,394.02	16,539.81	52,933.83	882,484.33
9/1/2033	37,049.11	15,884.72	52,933.83	845,435.22
3/1/2033	37,716.00	15,217.83	52,933.83	807,719.22
9/1/2034	38,394.88	14,538.95	52,933.83	769,324.34
3/1/2034	39,085.99	13,847.84	52,933.83	730,238.35
9/1/2035	39,789.54	13,144.29	52,933.83	690,448.81
3/1/2035	40,505.75	12,428.08	52,933.83	649,943.06
9/1/2036	41,234.85	11,698.98	52,933.83	608,708.21
3/1/2036	41,977.08	10,956.75	52,933.83	566,731.13
9/1/2037	42,732.67	10,201.16	52,933.83	523,998.46
3/1/2037	43,501.86	9,431.97	52,933.83	480,496.60
9/1/2038	44,284.89	8,648.94	52,933.83	436,211.71
3/1/2038	45,082.02	7,851.81	52,933.83	391,129.69
9/1/2039	45,893.50	7,040.33	52,933.83	345,236.19
3/1/2039	46,719.58	6,214.25	52,933.83	298,516.61
9/1/2040	47,560.53	5,373.30	52,933.83	250,956.08
3/1/2040	48,416.62	4,517.21	52,933.83	202,539.46

Payment Date	Principal	Interest	Semi Annual Debt	
			Payment	Total
9/1/2041	49,288.12	3,645.71	52,933.83	153,251.34
3/1/2041	50,175.31	2,758.52	52,933.83	103,076.03
9/1/2042	51,078.46	1,855.37	52,933.83	51,997.57
3/1/2042	51,997.57	935.96	52,933.53	0.00

**42-00-8-902 Principal on 2020 GO Loan \$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

The City issued \$1,500,000 to provide funding for the purchase of the Die Cast Site. The site will be incorporated into a TIF redevelopment agreement with a private developer for this 9-acre parcel. See line item 42-00-8-901 for the remaining debt service schedule.



Annual Budget  
FY19/20

# **Water & Sewer Revenues**

## Water and Sewer Revenues

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Attached is the FY20/21 budget for the revenue portion of the Utility Fund. Revenues reflected in this budget are required to support all expenses in the Water Treatment, Wastewater Treatment, Sewer and Water Maintenance, Sewer and Water Administration and Debt, and Sewer and Water CIP budgets. There are no tax dollars or general revenue received by the City that is used to support this Fund. In fact, the City's Utility Fund transfers revenue to the General Fund annually as payment of the services provided by Departments that are funded in the General Fund, but also provide support and services necessary for the utility operations.



Historically, the City has adopted small annual increases to water and sewer rates to provide adequate funding for utility operations and to avoid the need for a larger rate increase in a single year. The City must continue to invest adequate funds on an annual basis to meet critical capital improvement needs within all aspects (e.g. water treatment, wastewater treatment, water supply wells, water storage facilities, water distribution system, sanitary sewer collection system, and sanitary sewer lift stations) of the utility operation. In order to provide funding for essential capital costs, the FY20/21 Water and Sewer Utility Fund Revenue Budget includes a recommendation for a five percent (5.0%) increase in water and sewer rates. The City's current water/sewer rates are one of the lowest in the area based on a recent survey completed by another community.

### FY19/20 Accomplishments

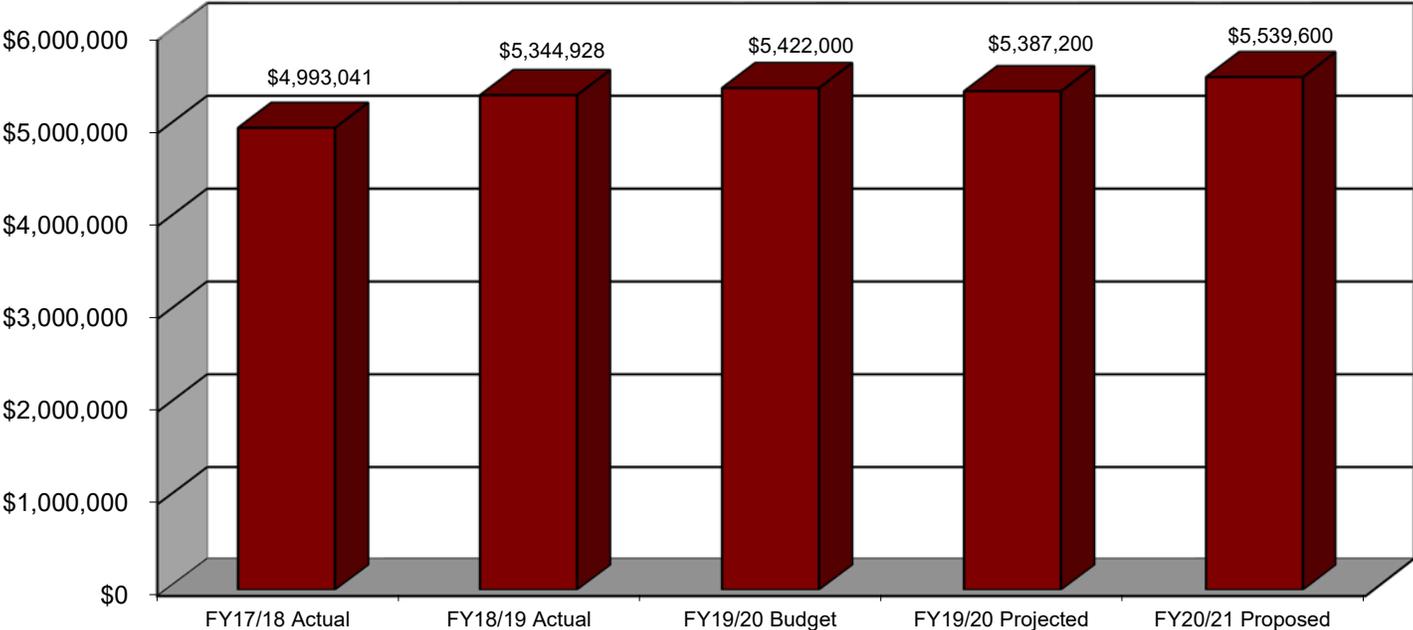
- The City was able to maintain an adequate cash reserve as recommended by standard financial management policies to properly fund operations.
- Funds were transferred from utility revenue to pay the appropriate salary, overhead costs and health insurance premiums for all Utility Fund employees.
- Funds were transferred from utility revenues to pay the appropriate share of insurance costs related to utility facilities and operations.
- The Utility Fund budget reimbursed the General Corporate Fund for staff and services provided by other Departments (e.g. General Government, Finance, Human Resources, Public Works Administration, and Fleet Maintenance) who support the City's utility operations. Through this transfer the City helps to ensure that no tax dollars are used to support the utility enterprise fund responsibilities.
- The City was able to provide adequate revenue for the operation and improvement of all utility services with a rate increase of 5.0%.
- The City created a worksheet to calculate lost water in an effort to increase the ratio for water billed versus pumped, maximizing revenue for water sales. Utility Superintendents are actively documenting sources of unbilled or unaccounted water loss.
- Two Utility Fund vehicles were replaced and those vehicles were sold through GovDeals.com.

### FY20/21 Goals and Objectives

- Complete the annual review of water and sewer rates in an effort to establish a user rate that will provide adequate funds for the reliable operation, maintenance, and capital needs of the City's sewer and water utilities.
- Maintain, develop, and manage adequate cash reserves to provide funding for unexpected conditions and/or emergency operations and provide the financing necessary to enable the City to provide reliable service to our customers.

- The enhanced five-year street resurfacing program has the potential to significantly impact future utility revenues to address associated capital costs. Water and sanitary sewer mains beneath the paved surfaces will be cleaned and televised in an effort to detect deficiencies in the piping. Once identified, Utility Fund revenue will have to be used for infrastructure repair or replacement as identified and as necessary.

**BUDGET COMPARISON (Revenues)**



## Water & Sewer Utility Fund - Revenues

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
Beginning Fund Balance					\$ 1,871,600	\$ 2,155,800
<b>REVENUES</b>						
<b>SALES OF GOODS AND SERVICES</b>						
60-00-3-370	Late Fee Charges	\$ 79,952	\$ 86,113	\$ 84,500	\$ 82,000	\$ 83,600
60-00-3-371	Water & Sewer Sales	4,841,504	5,164,910	5,250,000	5,225,900	5,382,700
60-00-3-373	Meter Charges	24,320	39,570	20,000	10,000	10,000
<b>TOTAL SALES OF GOODS AND SERVICES</b>		<b>\$ 4,945,776</b>	<b>\$ 5,290,593</b>	<b>\$ 5,354,500</b>	<b>\$ 5,317,900</b>	<b>\$ 5,476,300</b>
<b>OTHER</b>						
60-00-5-378	Sale of Surplus Equipment	\$ 3,756	\$ -	\$ 17,000	\$ 11,500	\$ 14,500
60-00-5-380	Miscellaneous Income	31,297	24,827	28,000	30,000	28,000
60-00-5-381	Interest Income	12,212	29,508	22,500	27,800	20,800
<b>TOTAL OTHER REVENUES</b>		<b>\$ 47,265</b>	<b>\$ 54,335</b>	<b>\$ 67,500</b>	<b>\$ 69,300</b>	<b>\$ 63,300</b>
<b>TOTAL REVENUES (BEFORE TRANSFERS)</b>		<b>\$ 4,993,041</b>	<b>\$ 5,344,928</b>	<b>\$ 5,422,000</b>	<b>\$ 5,387,200</b>	<b>\$ 5,539,600</b>
<b>TRANSFERS (TO)/FROM OTHER FUNDS</b>						
60-00-9-393	Transfer From Aquatic Center	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000
60-00-9-889	Transfer To Employee Insurance Fund	(280,104)	(306,570)	(319,600)	(300,400)	(291,100)
60-00-9-950	Transfer To General Corporate Fund	(402,069)	(428,651)	(499,700)	(453,200)	(558,400)
60-00-9-961	Transfer to Water/Sewer CIP Fund	-	(1,152,000)	(1,175,000)	(1,175,000)	(1,308,900)
60-00-9-963	Transfer to Liability Insurance Fund	(100,000)	-	-	-	-
<b>TOTAL TRANSFERS (TO)/FROM OTHER FUNDS</b>		<b>\$ (773,173)</b>	<b>\$ (1,878,221)</b>	<b>\$ (1,985,300)</b>	<b>\$ (1,919,600)</b>	<b>\$ (2,149,400)</b>
<b>TOTAL REVENUES (AFTER TRANSFERS)</b>		<b>\$ 4,219,868</b>	<b>\$ 3,466,707</b>	<b>\$ 3,436,700</b>	<b>\$ 3,467,600</b>	<b>\$ 3,390,200</b>
<b>EXPENSES</b>						
60-50-x-xxx	Water Treatment	\$ 1,022,750	\$ 990,312	\$ 1,026,800	\$ 979,000	\$ 1,065,000
60-51-x-xxx	Sewage Treatment	1,062,851	1,131,140	1,133,900	1,165,800	1,200,900
60-52-x-xxx	Sewer & Water Maintenance	825,605	976,736	921,600	883,600	1,043,500
60-53-x-xxx	Administration & Debt Service	315,906	142,368	159,700	155,000	153,500
60-54-x-xxx	Capital Improvement	709,156	-	-	-	-
<b>TOTAL WATER &amp; SEWER FUND EXPENSES</b>		<b>\$ 3,936,268</b>	<b>\$ 3,240,556</b>	<b>\$ 3,242,000</b>	<b>\$ 3,183,400</b>	<b>\$ 3,462,900</b>
<b>NET INCREASE (DECREASE)</b>		<b>\$ 283,600</b>	<b>\$ 226,151</b>	<b>\$ 194,700</b>	<b>\$ 284,200</b>	<b>\$ (72,700)</b>
Ending Fund Balance					\$ 2,155,800	\$ 2,083,100

## Utility - Revenues Line Item Descriptions

60-00-3-370 Late Fee Charges		\$ 83,600	
FY17/18 Actual:	\$ 79,952	FY18/19 Actual:	\$ 86,113
FY19/20 Budget:	\$ 84,500	FY19/20 Projected:	\$ 82,000
Budget to Proposed			2.0% <span style="color: green;">△</span>

Revenues for late payment (penalty) charges are separated from the normal billing revenues and assigned to this line item.

60-00-3-371 Water & Sewer Sales		\$ 5,382,700	
FY17/18 Actual:	\$ 4,841,504	FY18/19 Actual:	\$ 5,164,910
FY19/20 Budget:	\$ 5,250,000	FY19/20 Projected:	\$ 5,225,900
Budget to Proposed	2.5% <span style="color: green;">△</span>	Projected to Proposed	<span style="color: green;">△</span> %3.0

This line item reflects the revenue received from the sale of potable water and services provided to treat wastewater. Total revenue in this line item is impacted by growth and also by weather conditions. The City has experienced minimal growth over the past few years measured by the number of new customers and the amount of new revenue. Without an addition of new customers annually, water and sewer sales revenue directly corresponds to the amount of water pumped and treated, which is partially dependent on summer weather conditions.

In order to provide adequate funds for the necessary operation of the City's utility systems, complete important capital improvement projects, and continue to provide sound financial management of the utility operations, the City has historically approved small annual increases in water and sewer rates. Because of the need to complete essential capital projects within the Utility Fund, the FY20/21 Water and Sewer Utility Fund Revenue Budget includes a recommendation for a 5.0% increase in the sewer and water rates. When compared with other municipal rates in the immediate area, the City's current rates are among the lowest.

60-00-3-37 Meter Charges		\$ 10,000	
FY17/18 Actual:	\$ 24,320	FY18/19 Actual:	\$ 39,570
FY19/20 Budget:	\$ 20,000	FY19/20 Projected:	\$ 10,000
Budget to Proposed	-50.0% <span style="color: red;">▽</span>	Projected to Proposed	0.0%

The City replaces old meters that have either quit working or that can no longer be repaired due to their age, at no cost to the customer, and there is no revenue received from that service provided to our existing customers. However, the property/building owner is charged for the cost of the meter for the first-time installation. The amount of this revenue will vary from year-to-year based on the amount of new construction.

**60-00-5-378 Sale of Surplus Equipment** **\$ 14,500**

FY17/18 Actual:	\$ 3,756	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 17,000	FY19/20 Projected:	\$ 11,500
Budget to Proposed	-14.7% ▽	Projected to Proposed	26.1% △

Following the replacement of vehicles and equipment purchased for the Utility Fund operations, those items are then sold as surplus assets by the City. Revenue in FY17/18 relates to the sale of a pickup assigned to the Water Treatment Division (\$3,756). A pickup truck and a vactor truck will be sold in FY19/20. Revenue in FY20/21 relates to the sale of two pickup trucks assigned to the S&W Maintenance Division.

**60-00-5-380 Miscellaneous Income** **\$ 28,000**

FY17/18 Actual:	\$ 31,297	FY18/19 Actual:	\$ 24,827
FY19/20 Budget:	\$ 28,000	FY19/20 Projected:	\$ 30,000
Budget to Proposed	0.0%	Projected to Proposed	-6.7% ▽

Revenue in this line item is from the sale of old water meters as scrap and from participation in an electric load reduction program whereby the Northside Wastewater Treatment facility operates on standby power during the electric utilities peak loading periods in exchange for a curtailment check.

**60-00-5-381 Interest Income** **\$ 20,800**

FY17/18 Actual:	\$ 12,212	FY18/19 Actual:	\$ 29,508
FY19/20 Budget:	\$ 22,500	FY19/20 Projected:	\$ 27,800
Budget to Proposed	-7.6% ▽	Projected to Proposed	-25.2% ▽

The City has a fund balance within the Water and Sewer Utility Fund, which generates annual interest earnings. This interest earned is included as revenue for the Water and Sewer Utility Fund and is used to support and offset operational and capital costs.

**60-00-9-393 Transfer From Aquatic Center** **\$ 9,000**

FY17/18 Actual:	\$ 9,000	FY18/19 Actual:	\$ 9,000
FY19/20 Budget:	\$ 9,000	FY19/20 Projected:	\$ 9,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

Employees of the Water Treatment Division work a number of hours at the Aquatic Center each summer monitoring and controlling the water quality and maintaining the mechanical systems. Because the City's water treatment system is a separate enterprise fund operation, it is not appropriate for the water customers to pay the cost for these services. As a result, this transfer is utilized to reimburse the Utility Fund for services provided. The amount of the transfer is based on the number of hours of work provided at the Aquatic Center each year.

**60-00-9-889 Transfer To Employee Insurance Fund (\$ 291,100)**

FY17/18 Actual:	(\$ 280,104)	FY18/19 Actual:	(\$ 306,570)
FY19/20 Budget:	(\$ 319,600)	FY19/20 Projected:	(\$ 300,400)
Budget to Proposed	-8.9% ▽	Projected to Proposed	-3.1% ▽

This annual transfer of funds from the Water and Sewer Utility Fund to the Employee Insurance Fund is to pay for the cost of providing health and life insurance coverage for the full-time employees in the three divisions supported by the Water and Sewer Fund (Water Treatment, Wastewater Treatment, and Sewer and Water Maintenance).

**60-00-9-950 Transfer To General Corporate Fund (\$ 558,400)**

FY17/18 Actual:	(\$ 402,069)	FY18/19 Actual:	(\$ 428,651)
FY19/20 Budget:	(\$ 499,700)	FY19/20 Projected:	(\$ 453,200)
Budget to Proposed	11.7% △	Projected to Proposed	23.2% △

The General Corporate Fund appropriates expenses for the City Manager’s Office, Finance Department, Human Resources Department, Public Works Administration, Information Technology and Fleet Maintenance, which then in turn provide support services to the Utility Fund operations. These General Fund supported costs have been reflected within the Water and Sewer Revenues budget as a corresponding transfer of funds pursuant to generally accepted accounting principles. The costs are based on a percentage of the general duties and time spent by each Department assisting the utility fund operations.

The percentages charged for each department are as follows:

General Government*	10%
Finance Department	40%
Fleet Maintenance	8%
Public Works Administration	25%
Human Resources	20%
Information Technology (IT)	10%

\* Excludes the following items: Marketing Efforts, Enterprise Zone, Countywide Homeless Support, and Compensation Study Reserve.

**60-00-9-961 Transfer to Water/Sewer CIP Fund (\$ 1,308,900)**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	(\$ 1,152,000)
FY19/20 Budget:	(\$ 1,175,000)	FY19/20 Projected:	(\$ 1,175,000)
Budget to Proposed	11.4% △	Projected to Proposed	11.4% △

Starting in FY18/19, a Water/Sewer CIP Fund was created. This Fund is intended to pay for all non-capacity related capital improvement projects. Prior to FY18/19, these expenses were accounted for in the Capital Improvement Program contained within this Fund.

**60-00-9-963 Transfer to Liability Insurance Fund****\$ 0**

FY17/18 Actual:	(\$ 100,000)	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

The Liability Insurance Fund provides for all of the insurance needs of the City exclusive of employee health and life insurance, including property, auto, directors' and officers' liability, and workers' compensation. These insurance costs are described in the Liability Insurance Fund. Since the City's utility services and facilities are a separate enterprise fund, it is appropriate that the Utility Fund budget pay the appropriate insurance fees. Starting in FY18/19, this transfer has been eliminated and costs are being paid directly in the Water & Sewer Administration & Debt Service Budget. This modification eliminated a comment from the Auditor's Management Letter.



Annual Budget  
FY20/21

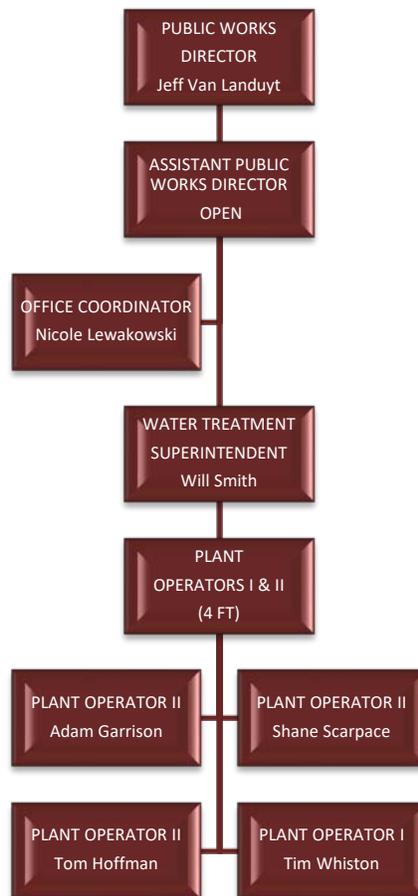
# **Water Treatment**

## Water Treatment Division

The Water Treatment Division of the Department of Public Works is responsible for the operation and maintenance of the City's two water treatment plants, six ground water supply wells, three elevated water storage tanks, one ground level storage tank, one water pumping station, and related facilities and equipment. This budget includes operational costs to meet or exceed all USEPA, IEPA, and IDPH water quality requirements as well as costs to staff the treatment facilities 16 hours per day, 365 days per year.



### WATER TREATMENT DIVISION – ORGANIZATIONAL CHART



### WATER TREATMENT DIVISION – PERSONNEL SUMMARY

AUTHORIZED POSITION/TITLE	17/18	18/19	19/20	20/21	+(-)
Superintendent	1	1	1	1	0
Plant Operators I and II	4	4	4	4	0
<b>TOTAL FULL TIME</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>0</b>

### **FY19/20 Accomplishments**

- The most significant accomplishment of the past year was the delivery of a safe, reliable water supply to customers. During FY19/20 the City's water supply met all regulatory standards and there were no disruptions of water service to customers.
- The City received an award from the Illinois Department of Public Health (IDPH) in 2019 for perfect compliance with the Illinois-mandated fluoride concentration in drinking water. This is the 24<sup>th</sup> consecutive year that the City of Woodstock has been recognized for this perfect compliance record.
- IEPA-required sampling and documentation for Volatile Organic Contaminants was completed with no detects. The Unregulated Contaminant Monitoring Rule (UCMR4) was completed as required by the USEPA.
- Annual brine tank cleaning has been completed at the Seminary Avenue Treatment Plant.
- The Water Treatment Division is responsible for mechanical systems and water quality at the Woodstock Water Works. Public pools are regulated by the IDPH. Inspections during the pool season by the IDPH found no deficiencies mechanically or with water quality.
- The annual Consumer Confidence Report was completed and copies were made available to water customers and the general public.
- An upgraded chlorine feed system was installed at the First Street Water Treatment Plant to improve control of chlorine gas injection for disinfection.
- Identified a leak in the play feature water line at Woodstock Water Works accounting for water loss in excess of 20,000 gallons per day. The leak was located and repaired in the fall of 2019.
- Repaired and painted cracked roof piping on the house play feature at the Woodstock Water Works prior to the 2019 season.
- Installed a new bulk tank for acid at the Woodstock Water Works to eliminate gassing off of chemical acid vapors. This will protect patrons, employees and the building itself.

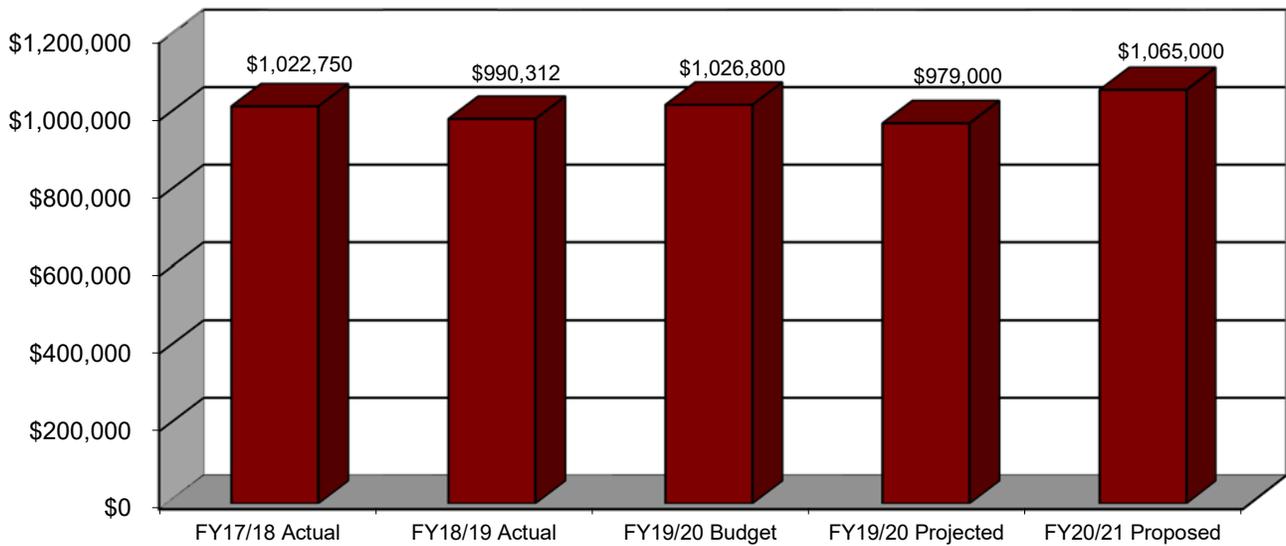
### **FY20/21 Goals and Objectives**

- Provide professional management and operation of the City's water supply and water treatment systems to meet all regulatory requirements as well as City of Woodstock's water quality goals for its customers.
- Provide prompt, personal, courteous and professional service to water customers.
- Plan, schedule and complete regular maintenance of all water supply wells and water treatment facilities to ensure a reliable operation and consistent delivery of water to customers without disruption or water restrictions due to mechanical failure.
- Provide general and specific information regarding Woodstock's water supply and treatment systems to the public as appropriate and as requested. Provide educational opportunities to explain the importance of water conservation, groundwater protection and availability issues.
- Operate the City's water supply and treatment facilities in a cost-efficient manner.
- Identify continuing education for operators to maintain the technical skills necessary for the safe and efficient delivery of water to our customers.
- Provide management, control, and maintenance of mechanical systems to manage water quality at the Woodstock Water Works.

**Performance Measures:**

Item	Goal	Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Estimated
Achieve Fluoridation Award	Achieve 100% Compliance		100%	100%	100%
Compliance with IEPA Permits	100% compliance with all operating permits issued by the EPA		100%	100%	100%
Respond to Water Quality Complaints	Provide response to all concerns within 24 hours		100%	100%	100%
Mechanical issues at Woodstock Water Works - Aquatic Facility	Pass the Illinois Department of Public Health Inspection with no mechanical deficiencies		Zero deficiencies	Zero deficiencies	Zero deficiencies
Accidents resulting in personal injury or property damage	Zero accidents		0 Accidents	0 Accidents	0 Accidents
Lead & Copper Drinking Water Compliance Sampling	Pass 90th percentile requirement		N/A	100%	N/A

**BUDGET COMPARISON**



## Water & Sewer Utility-Expenses

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
<b>WATER TREATMENT</b>						
<b>SALARIES</b>						
60-50-3-403	Water Superintendent	\$ 90,110	\$ 92,551	\$ 94,500	\$ 94,500	\$ 97,400
60-50-3-415	Operators	243,830	256,968	265,800	251,200	269,600
60-50-3-445	Overtime	15,411	15,421	9,000	14,000	15,000
60-50-3-451	Sick Leave Conversion	6,476	6,813	7,000	6,200	8,500
	<b>TOTAL SALARIES</b>	<b>\$ 355,827</b>	<b>\$ 371,753</b>	<b>\$ 376,300</b>	<b>\$ 365,900</b>	<b>\$ 390,500</b>
<b>PERSONAL SERVICES</b>						
60-50-4-453	Uniforms	\$ 431	\$ 1,191	\$ 1,200	\$ 1,200	\$ 1,200
60-50-4-457	IMRF	44,889	44,406	40,100	42,100	50,000
60-50-4-458	Social Security	20,546	21,537	22,400	21,300	23,300
60-50-4-459	Medicare	4,805	5,037	5,300	5,100	5,400
	<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 70,671</b>	<b>\$ 72,171</b>	<b>\$ 69,000</b>	<b>\$ 69,700</b>	<b>\$ 79,900</b>
<b>CONTRACTUAL SERVICES</b>						
60-50-5-501	Communications	\$ 39,591	\$ 4,239	\$ 4,200	\$ 4,300	\$ 4,300
60-50-5-509	Laboratory Testing Services	6,825	8,907	7,500	12,600	10,500
60-50-5-540	Utilities	180,420	180,667	190,000	182,000	190,000
60-50-5-550	Service to Maintain Buildings	175	715	2,000	1,500	2,000
60-50-5-552	Service to Maintain Equipment	24,979	16,798	20,000	19,500	28,000
60-50-5-560	Refuse	2,154	5,811	4,000	3,000	4,000
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 254,144</b>	<b>\$ 217,137</b>	<b>\$ 227,700</b>	<b>\$ 222,900</b>	<b>\$ 238,800</b>
<b>COMMODITIES</b>						
60-50-6-602	Gasoline & Oil	\$ 3,738	\$ 5,595	\$ 6,500	\$ 4,500	\$ 6,500
60-50-6-603	Fuel-Heating	17,965	16,626	17,000	15,500	17,000
60-50-6-605	Tools	219	52	500	500	500
60-50-6-606	Supplies	2,612	4,872	3,500	4,000	4,000
60-50-6-607	Chemicals	41,507	40,780	45,000	40,000	45,000
60-50-6-610	Salt	250,159	233,323	250,000	220,000	250,000
60-50-6-615	Laboratory Chemicals & Supplies	3,950	6,319	7,000	6,800	7,000
60-50-6-620	Material to Maintain Buildings	-	-	500	-	500
60-50-6-621	Material to Maintain Equipment	20,627	18,268	20,000	26,200	22,300
60-50-6-622	Material to Maintain Vehicles	1,331	797	1,000	200	1,000
	<b>TOTAL COMMODITIES</b>	<b>\$ 342,108</b>	<b>\$ 326,632</b>	<b>\$ 351,000</b>	<b>\$ 317,700</b>	<b>\$ 353,800</b>
<b>CAPITAL OUTLAY</b>						
60-50-7-720	Equipment	\$ -	\$ 2,619	\$ 2,800	\$ 2,800	\$ 2,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ 2,619</b>	<b>\$ 2,800</b>	<b>\$ 2,800</b>	<b>\$ 2,000</b>
<b>TOTAL WATER TREATMENT DIVISION EXPENSES</b>		<b>\$ 1,022,750</b>	<b>\$ 990,312</b>	<b>\$ 1,026,800</b>	<b>\$ 979,000</b>	<b>\$ 1,065,000</b>

## Water Treatment Division Line Item Descriptions

### 60-50-3-403 Water Superintendent \$ 97,400

FY17/18 Actual:	\$ 90,110	FY18/19 Actual:	\$ 92,551
FY19/20 Budget:	\$ 94,500	FY19/20 Projected:	\$ 94,500
Budget to Proposed	3.1% <span style="color: red;">△</span>	Projected to Proposed	3.1% <span style="color: red;">△</span>

The Water Treatment Plant Superintendent directs and manages all operations associated with water treatment and is responsible for compliance with IEPA operating permits. This line item pays the cost of the Superintendent's salary. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates any "bring to minimum" pay increases as well as an opportunity for a merit pay increase based on the City's approved merit program.

### 60-50-3-415 Operators \$ 269,600

FY17/18 Actual:	\$ 243,830	FY18/19 Actual:	\$ 256,968
FY19/20 Budget:	\$ 265,800	FY19/20 Projected:	\$ 251,200
Budget to Proposed	1.4% <span style="color: red;">△</span>	Projected to Proposed	7.3% <span style="color: red;">△</span>

The FY20/21 budget amount is consistent with the negotiated labor contracts for unionized Public Works positions. This line item pays the salary of four (4) full-time, year-round plant operators who serve to operate and maintain two (2) water treatment facilities, water booster station, water towers, etc. One of the plant operators is planning to retire in April 2021.

### 60-50-3-445 Overtime \$ 15,000

FY17/18 Actual:	\$ 15,411	FY18/19 Actual:	\$ 15,421
FY19/20 Budget:	\$ 9,000	FY19/20 Projected:	\$ 14,000
Budget to Proposed	66.7% <span style="color: red;">△</span>	Projected to Proposed	7.1% <span style="color: red;">△</span>

Some overtime costs are incurred each year to deal with unanticipated and/or emergency situations. These may include, but not be limited to, periods of inclement weather, drought, and/or equipment malfunction. On occasion, employees may need to work past normal scheduled hours to complete a critical equipment repair to return the treatment process back to normal operation. Because the plant is staffed 365 days per year, this line also includes funds to staff the facilities on holidays.

### 60-50-3-451 Sick Leave Conversion \$ 8,500

FY17/18 Actual:	\$ 6,476	FY18/19 Actual:	\$ 6,813
FY19/20 Budget:	\$ 7,000	FY19/20 Projected:	\$ 6,200
Budget to Proposed	21.4% <span style="color: red;">△</span>	Projected to Proposed	37.1% <span style="color: red;">△</span>

This line item accounts for the sick leave conversion benefits of Water Treatment Division employees. The sick leave conversion program provides for the accumulation of a maximum of 800 hours (100 days) of sick leave with any amount over this paid at 50%, but applied to employee health insurance contributions. In FY20/21, all five employees in this division will have accumulated more than 800 hours of sick leave.

**60-50-4-453 Uniforms \$ 1,200**

FY17/18 Actual:	\$ 431	FY18/19 Actual:	\$ 1,191
FY19/20 Budget:	\$ 1,200	FY19/20 Projected:	\$ 1,200
Budget to Proposed	0.0%	Projected to Proposed	0.0%

In an effort to maintain consistency in the clothing and professional appearance, the City provides certain uniform items for Public Works employees. All uniforms and clothing identifies the individual as an employee of Public Works and the City of Woodstock. Funds within this line item cover the purchase of t-shirts, jackets, coats, rain gear, gloves, boots, and other clothing items for all full-time employees in the Water Treatment Division on an “as-needed” basis.

**60-50-4-457 IMRF \$ 50,000**

FY17/18 Actual:	\$ 44,889	FY18/19 Actual:	\$ 44,406
FY19/20 Budget:	\$ 40,100	FY19/20 Projected:	\$ 42,100
Budget to Proposed	24.7% <span style="color: red;">△</span>	Projected to Proposed	18.8% <span style="color: red;">△</span>

This line item covers costs for Illinois Municipal Retirement Fund contributions for each of the five employees in the Water Treatment Division.

**60-50-4-458 Social Security \$ 23,300**

FY17/18 Actual:	\$ 20,546	FY18/19 Actual:	\$ 21,537
FY19/20 Budget:	\$ 22,400	FY19/20 Projected:	\$ 21,300
Budget to Proposed	4.0% <span style="color: red;">△</span>	Projected to Proposed	9.4% <span style="color: red;">△</span>

This line item covers costs for Social Security contributions for each of the five employees in the Water Treatment Division.

**60-50-4-459 Medicare \$ 5,400**

FY17/18 Actual:	\$ 4,805	FY18/19 Actual:	\$ 5,037
FY19/20 Budget:	\$ 5,300	FY19/20 Projected:	\$ 5,100
Budget to Proposed	1.9% <span style="color: red;">△</span>	Projected to Proposed	5.9% <span style="color: red;">△</span>

This line item covers costs for Medicare contributions for each of the five employees in the Water Treatment Division.

**60-50-5-501 Communications \$ 4,300**

FY17/18 Actual:	\$ 39,591	FY18/19 Actual:	\$ 4,239
FY19/20 Budget:	\$ 4,200	FY19/20 Projected:	\$ 4,300
Budget to Proposed	2.4% <span style="color: red;">△</span>	Projected to Proposed	0.0%

This line item covers costs for telemetry via phone lines from various divisional facilities, phone and fax lines for the treatment plants as well as Verizon phone service for Water Treatment employees. The City continued to experience significant increases in monthly fees to lease RTNC, FDDC, and CSNS lines, which are used as communication lines between water wells and treatment plants to cycle pumps, etc. In FY17/18, the City installed telemetry equipment that eliminated these leased lines, resulting in a decrease in FY18/19 and all future years. This equipment was funded through the Utility – CIP Fund.

**60-50-5-509 Laboratory Testing Services \$ 10,500**

FY17/18 Actual:	\$ 6,825	FY18/19 Actual:	\$ 8,907
FY19/20 Budget:	\$ 7,500	FY19/20 Projected:	\$ 12,600
Budget to Proposed	40.0% <span style="color: red;">△</span>	Projected to Proposed	-16.7% <span style="color: green;">▽</span>

This line item covers costs for mandated compliance testing that must be completed by a State-certified laboratory. In-house testing to provide operational standards is done several times per day; costs associated with in-house testing are not charged to this line item. The costs associated with this line item vary from year-to-year depending upon the cycle for mandated sample collection and analysis. In FY19/20 some funds were included in the total expenditure that were actually incurred in FY18/19. In FY20/21, the City will be required to sample for Lead and Copper.

**60-50-5-540 Utilities \$ 190,000**

FY17/18 Actual:	\$ 180,420	FY18/19 Actual:	\$ 180,667
FY19/20 Budget:	\$ 190,000	FY19/20 Projected:	\$ 182,000
Budget to Proposed	0.0%	Projected to Proposed	4.4% <span style="color: red;">△</span>

This line item covers the cost for electricity to operate the City's water treatment facilities. This single line item represents nearly 20% of the total Water Treatment operating budget for the upcoming year. Much of the equipment in the treatment process is in operation 24/7. Costs in this line item are directly related to the amount of water pumped, so in a drought year, utility costs will be higher. Included in this line are funds to pay for water service to our facilities.

**60-50-5-550 Service to Maintain Buildings \$ 2,000**

FY17/18 Actual:	\$ 175	FY18/19 Actual:	\$ 715
FY19/20 Budget:	\$ 2,000	FY19/20 Projected:	\$ 1,500
Budget to Proposed	0.0%	Projected to Proposed	33.3% <span style="color: red;">△</span>

This line item is used to pay for all outside contract work related to the maintenance or improvement of buildings within this division. Typical expenditures in this line item include locksmith services, window repair or replacement, garage door services, roof repair, tuck pointing, or glazing. This line item does not include funds to cover the cost for material to be used for repairs made by plant personnel. In FY19/20 this line item needed to be increased by \$1,000 above historical budget numbers because HVAC maintenance will now be reported here.

**60-50-5-552 Service to Maintain Equipment/Vehicles \$ 28,000**

FY17/18 Actual:	\$ 24,979	FY18/19 Actual:	\$ 16,798
FY19/20 Budget:	\$ 20,000	FY19/20 Projected:	\$ 19,500
Budget to Proposed	40.0% <span style="color: red;">△</span>	Projected to Proposed	43.6% <span style="color: red;">△</span>

This line item covers the costs for scheduled and unscheduled services to maintain equipment. Some examples of scheduled services may include; generator service, fire extinguishers, and altitude valve service. Some examples of unanticipated services may include; electric motor repair, PLC programming, vehicle damage repair, and chemical feed system repairs. Expenditures within this line item can be dynamic and unpredictable. Most of these expenditures are not anticipated and are the result of equipment and PLC failures that are beyond the expertise of plant operators. An

additional \$8,000 has been requested for the installation of a fence and gate at the McConnell Road elevated storage tank. The area has been rutted significantly from trespassers at the site. In addition to the rut damage, the area around the tank contains an AT&T and ComEd pedestal, as well as a water-sampling station, fire hydrant and siren pole, all of which could be damaged by a vehicle that is unfamiliar with the area.

<b>60-50-5-560 Refuse</b>		<b>\$ 4,000</b>	
FY17/18 Actual:	\$ 2,154	FY18/19 Actual:	\$ 5,811
FY19/20 Budget:	\$ 4,000	FY19/20 Projected:	\$ 3,000
Budget to Proposed	0.0%	Projected to Proposed	33.3% <span style="color: red;">△</span>

This line item pays the cost to dispose of materials generated at the water treatment facilities and classified by the landfill as “special waste.” Typical examples of this material are resin from the softeners and inorganic minerals that settle on the bottom of the brine tanks. This material is not hazardous. Its classification as a “special waste,” increases the cost for disposal. This line contains funds for landfill costs, hauling services and any subsequent lab analysis fees. In FY18/19 landfill disposal and radium analysis were required to dispose of media removed from softeners #1 and #2 at the Seminary plant. This was in addition to the disposal of annual waste generated from brine tank cleaning.

<b>60-50-6-602 Gasoline &amp; Oil</b>		<b>\$ 6,500</b>	
FY17/18 Actual:	\$ 3,738	FY18/19 Actual:	\$ 5,595
FY19/20 Budget:	\$ 6,500	FY19/20 Projected:	\$ 4,500
Budget to Proposed	0.0%	Projected to Proposed	44.4% <span style="color: red;">△</span>

This line item is for oil and gas used in two vehicles assigned to the Water Treatment Division, mowing equipment, and portable pumps. A fuel management system is being utilized at Public Works to provide an accurate accounting of the actual amount of fuel used by each division.

<b>60-50-6-603 Fuel Heating</b>		<b>\$ 17,000</b>	
FY17/18 Actual:	\$ 17,965	FY18/19 Actual:	\$ 16,626
FY19/20 Budget:	\$ 17,000	FY19/20 Projected:	\$ 15,500
Budget to Proposed	0.0%	Projected to Proposed	9.7% <span style="color: red;">△</span>

This line item pays for fuel to heat the two (2) water treatment plants and fuel to operate the three (3) natural gas generators managed by this division.

<b>60-50-6-605 Tools</b>		<b>\$ 500</b>	
FY17/18 Actual:	\$ 219	FY18/19 Actual:	\$ 52
FY19/20 Budget:	\$ 500	FY19/20 Projected:	\$ 500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item is used to purchase small hand tools and equipment to maintain the equipment, buildings, and grounds at the treatment plants. Individual tools with a price tag of more than \$500 are charged to the Equipment line item.

**60-50-6-606 Supplies \$ 4,000**

FY17/18 Actual:	\$ 2,612	FY18/19 Actual:	\$ 4,872
FY19/20 Budget:	\$ 3,500	FY19/20 Projected:	\$ 4,000
Budget to Proposed	14.3% <span style="color: red;">△</span>	Projected to Proposed	0.0%

This line item is to be used for the purchase of general supplies needed for the division. Typical purchases in this line item would include: cleaning supplies, light bulbs, paper products, garbage bags, hand soap, first aid, charts for flow recording, general office supplies and lubricants such as blower and compressor oil. FY18/19 went over budget due to the purchase of specialized paint for corrosion prevention on exterior water tower restoration, interior generators and internal piping.

**60-50-6-607 Chemicals \$ 45,000**

FY17/18 Actual:	\$ 41,507	FY18/19 Actual:	\$ 40,780
FY19/20 Budget:	\$ 45,000	FY19/20 Projected:	\$ 40,000
Budget to Proposed	0.0%	Projected to Proposed	12.5% <span style="color: red;">△</span>

This line item is used for the purchase of chemicals to be used in the treatment process. Typical purchases in this line item would be chlorine gas, phosphate, and fluoride. The amount of chemicals needed annually is directly related to the amount of water pumped. In a drought year, expenditures in this line item will be higher than a year with ample rainfall amounts.

**60-50-6-610 Salt \$ 250,000**

FY17/18 Actual:	\$ 250,159	FY18/19 Actual:	\$ 233,323
FY19/20 Budget:	\$ 250,000	FY19/20 Projected:	\$ 220,000
Budget to Proposed	0.0% <span style="color: red;">△</span>	Projected to Proposed	13.6% <span style="color: red;">△</span>

This line item pays the cost of salt used in the softener regeneration process. Woodstock’s well water is high in minerals. The water is partially softened to improve the quality of the water provided to the residents. Not unlike chemical and electrical costs, the amount of salt used is proportional to the amount of water that is pumped.

**60-50-6-615 Laboratory Chemicals & Supplies \$ 7,000**

FY17/18 Actual:	\$ 3,950	FY18/19 Actual:	\$ 6,319
FY19/20 Budget:	\$ 7,000	FY19/20 Projected:	\$ 6,800
Budget to Proposed	0.0%	Projected to Proposed	2.9% <span style="color: red;">△</span>

This line item is used to purchase chemicals and supplies necessary for the operation of the analytical lab at the Seminary Avenue Plant. Chemicals purchased are used to make up standards, pH buffers, acids, bases, and all other reagents. Typical supplies would be thermometers, pipettes, beakers, sample containers, probes, etc.

**60-50-6-620 Material to Maintain Buildings \$ 500**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 500	FY19/20 Projected:	\$ 0
Budget to Proposed	0.0%	Projected to Proposed	N/A

This line item is for the purchase of materials used by employees for in-house maintenance and improvements to buildings within this division. Examples of items purchased under this line item include floor mats, sump pumps, light fixtures, paint, sealers, lumber, mortar, cement, roof tar, doors, shelving, trim, hardware, etc.

**60-50-6-621 Material to Maintain Equipment \$ 22,300**

FY17/18 Actual:	\$ 20,627	FY18/19 Actual:	\$ 18,268
FY19/20 Budget:	\$ 20,000	FY19/20 Projected:	\$ 26,200
Budget to Proposed	11.5% <span style="color: red;">△</span>	Projected to Proposed	-14.9% <span style="color: green;">▽</span>

This line item is for the purchase of materials and supplies needed for the service and repair of all equipment used in the treatment processes and grounds maintenance. Typical costs include bearings, seals, electrical controls, wiring, conduit, repair sleeves, sampler parts, bolts and miscellaneous hardware, lubricants, filters, fuses, tubing, hour meters, valves, pump impellers, and drive belts. The proposed amount includes the cost of equipment to upgrade the chlorine system at the First Street plant and the purchase of two new chlorinators in FY20/21.

**60-50-6-622 Material to Maintain Vehicles \$ 1,000**

FY17/18 Actual:	\$ 1,331	FY18/19 Actual:	\$ 797
FY19/20 Budget:	\$ 1,000	FY19/20 Projected:	\$ 200
Budget to Proposed	0.0%	Projected to Proposed	400.0% <span style="color: red;">▽</span>

This line item is used to purchase routine maintenance and repair parts and supplies for two (2) vehicles assigned to the Water Treatment Division. Expenditures in this line item are based upon decisions made by Public Works mechanics tasked with the repair of division vehicles.

**60-50-7-720 Equipment \$ 2,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 2,619
FY19/20 Budget:	\$ 2,800	FY19/20 Projected:	\$ 2,800
Budget to Proposed	-28.6% <span style="color: green;">▽</span>	Projected to Proposed	-28.6% <span style="color: green;">▽</span>

In FY18/19 the multi-meter, used to measure Fluoride and PH, stopped functioning at the Seminary plant. A new one was purchased from this line item. The same multi-meter that failed is also used at the First Street plant. It is exhibiting signs of failure, taking excessive amounts of time to provide correct readings and periodically powering down while in use. A replacement was purchased in FY19/20.



Annual Budget  
FY20/21

# Wastewater Treatment

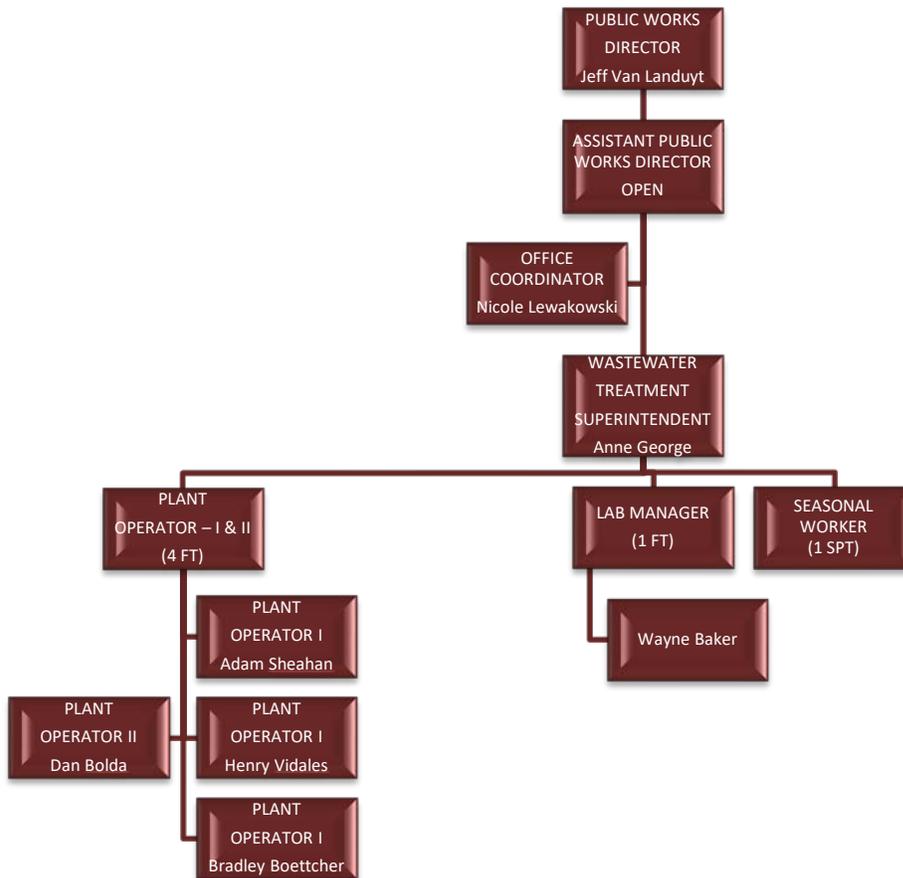
## Wastewater Treatment Division

The Wastewater Treatment Division of Public Works is responsible for the operation and maintenance of the City of Woodstock’s two wastewater treatment plants, one off-site lift station, and all related equipment and facilities.

This budget includes the costs and staffing necessary for the successful operation of the wastewater treatment facilities five days a week and limited hours on the weekends and holidays to meet all IEPA and USEPA NPDES requirements.



### WASTEWATER TREATMENT DIVISION – ORGANIZATIONAL CHART



<b>WASTEWATER TREATMENT DIVISION – PERSONNEL SUMMARY</b>					
<b>AUTHORIZED POSITION/TITLE</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>	<b>+(-)</b>
Superintendent	1	1	1	1	0
Plant Operators I & II	4	4	4	4	0
Lab Manager	1	1	1	1	0
Seasonal Employee-SPT	0.5	0.5	0.5	0.5	0
<b>TOTAL FULL TIME</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>0</b>
<b>TOTAL SPT (FTE)</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0</b>

**FY19/20 Accomplishments**

- Achieved 100% compliance at both of the treatment facilities in 2019 based on the specific limits established through the NPDES permits. This achievement reflects the sixteenth (16) consecutive year the City achieved 100% compliance at the north-side plant and twelfth (12) consecutive year at the south-side plant.
- Prepared and submitted required monthly Discharge Monitoring Reports (DMR) to the IEPA, meeting their required deadlines.
- Completed outside lab testing as required by the terms and conditions of the NPDES Permit (i.e., biomonitoring, quarterly sludge analysis, and semi-annual metals testing).
- Performed all operations in accordance with NPDES requirements and Standard Method procedures throughout the entire year. The Laboratory Manager successfully completed the annual Quality Assurance/Quality Control Program administered by the EPA, verifying the competency and accuracy of our in-house lab results. The Lab Manager also participated in a *voluntary* quality assurance/quality control program, and all samples analyzed were within the required range.
- Worked in conjunction with the consulting engineers to gather and process information in order to apply for ComEd grant opportunities. This involves updating current equipment to more efficient equipment. The consulting engineers are also working on both of the facilities renewed permit requirements, which should be received in 2020. This process includes implementing the Phosphorus Discharge Optimization Plan at the north-side plant, as well as continued industrial inventory and sampling. In addition, gathering data and choosing analysis sites will be required to develop a Nutrient Assessment Reduction Plan (NARP).
- All solids prepared for land application met the conditions for Class B sludge, and these solids were land applied in accordance with USEPA Requirements. All documentation and required reporting related to the land application of sewage sludge were submitted to the EPA prior to the established deadlines.
- Throughout the past year, the treatment plant employees completed a number of in-house projects involving building maintenance, equipment repair and replacement, as well as ground improvements to protect the City’s capital investment. Some of the larger projects completed include the installation of three sluice gates, installation of safety railings, repairs to the turbo blower, repairs to the #3 Hoffman Blower, removal and cleaning of all #10 aerator diffusers, implemented a valve and gate exercise program, and replaced EDI diffusers in both digesters at the south plant.

- Completed the purchase and installation of safety railings in addition to the purchase of a replacement grinder for installation at the north plant.
- The City continued to be part of the NRG demand-response program resulting in the receipt of a check in October 2019.
- Division employees provided plant tours. A group of 203 students from Northwood School toured over three-time slots at the north-side facility in October 2019.
- An Aluminum Sulfate and Sludge contract were approved and subsequently awarded for calendar year 2020.

### **FY20/21 Goals and Objectives**

- Provide professional management and operation of the City’s wastewater treatment facilities to meet all regulatory requirements and ensure compliance with all NPDES requirements.
- Monitor the influent flow to protect the biomass from an upset, and provide an environment that is conducive to the reduction of organics in the waste stream.
- Plan, schedule, and complete regular service and maintenance of all wastewater treatment facilities to ensure reliable operation and consistent protection of the environment.
- Provide general and specific information regarding Woodstock’s wastewater treatment system to the general public and industrial users.
- Operate the City’s wastewater treatment facilities in a cost-effective manner to produce the best product possible for customers at the lowest cost.
- Develop and maintain a highly-motivated and productive staff that is capable of providing technical skills necessary for the safe and efficient treatment of wastewater.
- Continue tasks and plans required for additional “special conditions” as mandated with NPDES Permits.

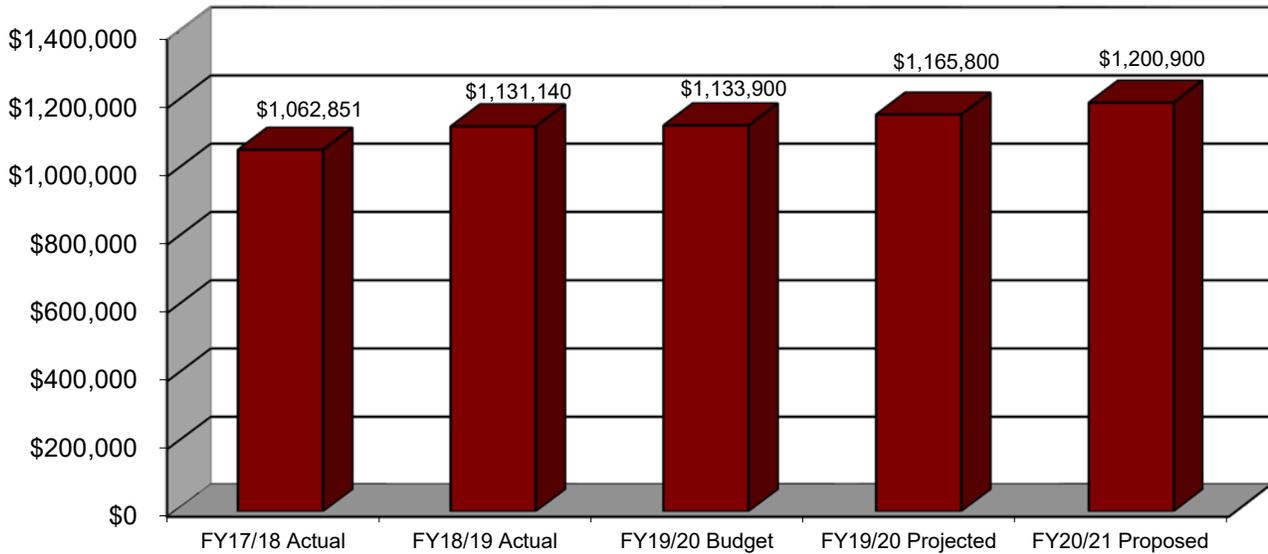
### **Performance Measures**

Item	Goal	Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Estimated
Internal Training	Provide a minimum of 40 hours of documented training for division employees each year		36 hours	36 hours	30 hours
Compliance with IEPA Permits	100% compliance with all operating permits issued by the EPA		100%	100%	100%
Participation in Energy Curtailment Program	Ensure 100% compliance with all calls for curtailment to achieve the highest payback by running generators		100%	100%	100%
Actively promote educational opportunities for school groups and the general public	Increase knowledge about the wastewater treatment process by inviting schools and residents		5 tours	3 tours	1 tour
Employ treatment efficiency programs & projects	Seek out and administer programs and projects intended to make facilities efficient		Lighting retrofit	Upgrade remaining light fixtures & bulbs to LED	Looking for ComEd Energy Efficiency Grant projects

## Water & Sewer Utility-Expenses

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
<b>WASTEWATER TREATMENT</b>						
<b>SALARIES</b>						
60-51-3-404	Wastewater Treatment Superintendent	\$ 96,091	\$ 99,741	\$ 100,300	\$ 100,500	\$ 102,800
60-51-3-409	Laboratory Manager	73,478	74,295	75,700	75,200	78,700
60-51-3-415	Operators	208,845	238,932	241,500	252,500	261,400
60-51-3-431	Seasonal Labor	7,029	2,614	7,200	3,400	9,200
60-51-3-445	Overtime	6,338	6,375	4,000	3,800	4,000
60-51-3-451	Sick Leave Conversion	796	1,368	1,500	1,300	1,800
<b>TOTAL SALARIES</b>		<b>\$ 392,577</b>	<b>\$ 423,325</b>	<b>\$ 430,200</b>	<b>\$ 436,700</b>	<b>\$ 457,900</b>
<b>PERSONAL SERVICES</b>						
60-51-4-453	Uniforms	\$ 4,833	\$ 5,028	\$ 6,000	\$ 5,200	\$ 6,000
60-51-4-457	IMRF	50,640	46,935	45,100	51,000	57,400
60-51-4-458	Social Security	23,432	22,634	25,600	26,400	27,200
60-51-4-459	Medicare	5,480	5,293	6,000	6,200	6,400
<b>TOTAL PERSONAL SERVICES</b>		<b>\$ 84,385</b>	<b>\$ 79,890</b>	<b>\$ 82,700</b>	<b>\$ 88,800</b>	<b>\$ 97,000</b>
<b>CONTRACTUAL SERVICES</b>						
60-51-5-501	Communications	\$ 6,654	\$ 6,524	\$ 7,000	\$ 6,000	\$ 7,000
60-51-5-509	Laboratory Testing Services	17,890	13,347	15,000	14,500	16,000
60-51-5-540	Utilities	248,336	280,747	275,000	275,000	275,000
60-51-5-550	Service to Maintain Buildings	11,137	12,782	7,000	15,500	12,000
60-51-5-551	Sludge Disposal	119,561	112,976	95,000	112,000	112,000
60-51-5-552	Service to Maintain Equipment/ Vehicles	31,558	39,135	40,000	49,000	40,000
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>\$ 435,136</b>	<b>\$ 465,511</b>	<b>\$ 439,000</b>	<b>\$ 472,000</b>	<b>\$ 462,000</b>
<b>COMMODITIES</b>						
60-51-6-602	Gasoline & Oil	\$ 4,536	\$ 6,546	\$ 5,000	\$ 6,300	\$ 7,000
60-51-6-603	Fuel-Heating	10,339	11,715	10,000	10,000	11,000
60-51-6-605	Tools	1,477	1,048	1,000	1,000	1,000
60-51-6-606	Supplies	3,666	5,476	7,000	5,000	6,000
60-51-6-607	Chemicals	58,554	59,102	70,000	70,000	70,000
60-51-6-615	Lab Chemicals	14,890	16,177	17,000	16,500	17,000
60-51-6-620	Material to Maintain Buildings	1,943	1,400	3,000	1,500	3,000
60-51-6-621	Material to Maintain Equipment	47,942	44,882	55,000	49,000	55,000
60-51-6-622	Material to Maintain Vehicles	1,973	2,228	3,000	2,200	3,000
60-51-6-623	Material to Maintain Land	830	358	1,000	800	1,000
<b>TOTAL COMMODITIES</b>		<b>\$ 146,150</b>	<b>\$ 148,932</b>	<b>\$ 172,000</b>	<b>\$ 162,300</b>	<b>\$ 174,000</b>
<b>CAPITAL OUTLAY</b>						
60-51-7-720	Equipment	\$ 4,603	\$ 13,482	\$ 10,000	\$ 6,000	\$ 10,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 4,603</b>	<b>\$ 13,482</b>	<b>\$ 10,000</b>	<b>\$ 6,000</b>	<b>\$ 10,000</b>
<b>TOTAL WASTEWATER TREATMENT DIVISION EXPENSES</b>		<b>\$ 1,062,851</b>	<b>\$ 1,131,140</b>	<b>\$ 1,133,900</b>	<b>\$ 1,165,800</b>	<b>\$ 1,200,900</b>

## BUDGET COMPARISON



### Wastewater Treatment Division Line Item Descriptions

#### 60-51-3-404 Wastewater Treatment Superintendent \$ 102,800

FY17/18 Actual:	\$ 96,091	FY18/19 Actual:	\$ 99,741
FY19/20 Budget:	\$ 100,300	FY19/20 Projected:	\$ 100,500
Budget to Proposed	2.5% $\Delta$	Projected to Proposed	2.3% $\Delta$

The Superintendent directs and manages all operations associated with wastewater treatment and is responsible for compliance with regards to operating permits. This line item pays the cost of the Superintendent’s salary for the Wastewater Treatment Division of Public Works. This amount is consistent with the City’s Compensation Plan for non-unionized positions and incorporates any “bring to minimum” pay increases as well as an opportunity for a merit pay increase based on the City’s approved merit program.

#### 60-51-3-409 Laboratory Manager \$ 78,700

FY17/18 Actual:	\$ 73,478	FY18/19 Actual:	\$ 74,295
FY19/20 Budget:	\$ 75,700	FY19/20 Projected:	\$ 75,200
Budget to Proposed	4.0% $\Delta$	Projected to Proposed	4.7% $\Delta$

The FY20/21 budget amount is consistent with the negotiated labor contracts for unionized Public Works positions. This line item pays the salary of one (1) full-time, year-round Laboratory Manager who performs mandatory sampling and analysis of wastewater at various stages of the treatment process. Sampling and analysis is dictated through the NPDES Permit issued by the Illinois EPA.

**60-51-3-415 Operators** **\$ 261,400**

FY17/18 Actual:	\$ 208,845	FY18/19 Actual:	\$ 238,932
FY19/20 Budget:	\$ 241,500	FY19/20 Projected:	\$ 252,500
Budget to Proposed	8.2% <span style="color: red;">△</span>	Projected to Proposed	3.5% <span style="color: red;">△</span>

The FY20/21 budget amount is consistent with the negotiated labor contracts for unionized Public Works positions. This line item pays the salary of four (4) full-time, year-round Plant Operators who serve to operate and maintain two (2) wastewater treatment facilities and one sanitary sewer lift station within the collection system.

**60-51-3-431 Seasonal Labor** **\$ 9,200**

FY17/18 Actual:	\$ 7,029	FY18/19 Actual:	\$ 2,614
FY19/20 Budget:	\$ 7,200	FY19/20 Projected:	\$ 3,400
Budget to Proposed	27.8% <span style="color: red;">△</span>	Projected to Proposed	170.6% <span style="color: red;">△</span>

This line item is used to pay the salary costs of a seasonal part-time employee working 40-hours per week during the summer months (May through August). The seasonal employee provides additional labor for summer mowing, trimming, and outside maintenance at the two-wastewater treatment plants, which frees up more work hours for the operators to manage the treatment process. Actual costs are determined by the total number of hours that this employee works. The number of hours that the seasonal labor works is directly related to end of year expenditures in this line item. In FY18/19, the seasonal employee began late in the season and resigned in early August. In FY19/20, the seasonal employee also resigned early in the season.

This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates any "bring to minimum" pay increases.

**60-51-3-445 Overtime** **\$ 4,000**

FY17/18 Actual:	\$ 6,338	FY18/19 Actual:	\$ 6,375
FY19/20 Budget:	\$ 4,000	FY19/20 Projected:	\$ 3,800
Budget to Proposed	0.0%	Projected to Proposed	5.3% <span style="color: red;">△</span>

Overtime costs are incurred each year to deal with unanticipated and/or emergency situations. These may include but not be limited to periods of heavy rain, inclement weather, equipment malfunction, or the potential upset of the treatment plant. On occasion, employees may need to work past normal work hours to complete critical equipment repair to return the treatment process back to normal operation. Overtime costs are also incurred for recognized City holidays where employees are scheduled to work.

**60-51-3-451 Sick Leave Conversion** **\$ 1,800**

FY17/18 Actual:	\$ 796	FY18/19 Actual:	\$ 1,368
FY19/20 Budget:	\$ 1,500	FY19/20 Projected:	\$ 1,300
Budget to Proposed	20.0% <span style="color: red;">△</span>	Projected to Proposed	38.5% <span style="color: red;">△</span>

This line item accounts for the sick leave conversion benefits of Wastewater Treatment employees. The sick leave conversion program provides for the accumulation of a maximum of 800 hours (100 days) of sick leave with any amount over this paid at 50%, but applied to employee health insurance contributions. In FY20/21, one employee in this division is eligible for sick leave conversion benefits.

**60-51-4-453 Uniforms** **\$ 6,000**

FY17/18 Actual:	\$ 4,833	FY18/19 Actual:	\$ 5,028
FY19/20 Budget:	\$ 6,000	FY19/20 Projected:	\$ 5,200
Budget to Proposed	0.0%	Projected to Proposed	15.4% <span style="color: red;">△</span>

In an effort to maintain consistency in the clothing and promote a professional appearance, the City provides certain uniform items for Public Works employees. All uniforms and clothing identify the individual as an employee of Public Works and the City of Woodstock. Funds within this line item cover the purchase of t-shirts, jackets, coats, rain gear, gloves, rain boots, all safety items, and other clothing items for all full-time employees in the Wastewater Treatment Division on an as-needed basis. This line item increased as a result of adding a uniform service that provides employees the opportunity for laundered shirts and pants, weekly.

**60-51-4-457 IMRF** **\$ 57,400**

FY17/18 Actual:	\$ 50,640	FY18/19 Actual:	\$ 46,935
FY19/20 Budget:	\$ 45,100	FY19/20 Projected:	\$ 51,000
Budget to Proposed	27.3% <span style="color: red;">△</span>	Projected to Proposed	12.5% <span style="color: red;">△</span>

This line item covers costs for Illinois Municipal Retirement Fund contributions for employees in the Wastewater Treatment Division.

**60-51-4-458 Social Security** **\$ 27,200**

FY17/18 Actual:	\$ 23,432	FY18/19 Actual:	\$ 22,634
FY19/20 Budget:	\$ 25,600	FY19/20 Projected:	\$ 26,400
Budget to Proposed	6.3% <span style="color: red;">△</span>	Projected to Proposed	3.0% <span style="color: red;">△</span>

This line item covers costs for Social Security contributions for employees in the Wastewater Treatment Division.

**60-51-4-459 Medicare** **\$ 6,400**

FY17/18 Actual:	\$ 5,480	FY18/19 Actual:	\$ 5,293
FY19/20 Budget:	\$ 6,000	FY19/20 Projected:	\$ 6,200
Budget to Proposed	6.7% <span style="color: red;">△</span>	Projected to Proposed	3.2% <span style="color: red;">△</span>

This line item covers costs for Medicare contributions for employees in the Wastewater Treatment Division.

<b>60-51-5-501 Communications</b>	<b>\$ 7,000</b>
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FY17/18 Actual:	\$ 6,654	FY18/19 Actual:	\$ 6,524
FY19/20 Budget:	\$ 7,000	FY19/20 Projected:	\$ 6,000
Budget to Proposed	0.0%	Projected to Proposed	16.7% $\Delta$

Charges to this line item include standard phone service at the two treatment plants, alarm dialers, Comcast internet, and Verizon cellular phone fees for all full-time employees within the division.

<b>60-51-5-509 Laboratory Testing Services</b>	<b>\$ 16,000</b>
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FY17/18 Actual:	\$ 17,890	FY18/19 Actual:	\$ 13,347
FY19/20 Budget:	\$ 15,000	FY19/20 Projected:	\$ 14,500
Budget to Proposed	6.7% $\Delta$	Projected to Proposed	10.3% $\Delta$

This line item provides funds for sludge and plant effluent samples to be analyzed for parameters outside the scope of our in-house analytical lab. Analytical requirements are based upon the terms and conditions of the operating permits issued by the Federal and State EPA. It is anticipated that additional analysis requirements will be implemented in FY20/21, once the renewed north and south-side permits are received.

<b>60-51-5-540 Utilities</b>	<b>\$ 275,000</b>
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FY17/18 Actual:	\$ 248,336	FY18/19 Actual:	\$ 280,747
FY19/20 Budget:	\$ 275,000	FY19/20 Projected:	\$ 275,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item covers the cost of electricity to operate the City's wastewater treatment facilities. This single line item represents 22.9% of the total Wastewater Treatment Division's operating budget for the upcoming year. The majority of the equipment in these facilities is operational 24/7/365.

<b>60-51-5-550 Service to Maintain Buildings</b>	<b>\$ 12,000</b>
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FY17/18 Actual:	\$ 11,137	FY18/19 Actual:	\$ 12,782
FY19/20 Budget:	\$ 7,000	FY19/20 Projected:	\$ 15,500
Budget to Proposed	71.4% $\Delta$	Projected to Proposed	-22.6% $\nabla$

This line item is used to pay for all outside contract work related to the maintenance or improvement of buildings within this division. Annual expenses will vary based on the amount and type of building maintenance work to be completed. In FY19/20, unanticipated service work was completed to replace the air conditioner and furnace for the south facility operator's office, a replacement air conditioner for the administration building at the north facility, and additional service repairs on HVAC units. This line item does not include funds to cover the costs for materials used for in house repairs utilizing division employees.

**60-51-5-551 Sludge Disposal** **\$ 112,000**

FY17/18 Actual:	\$ 119,561	FY18/19 Actual:	\$ 112,976
FY19/20 Budget:	\$ 95,000	FY19/20 Projected:	\$ 112,000
Budget to Proposed	17.9% <span style="color: red;">△</span>	Projected to Proposed	0.0%

This line item is used to pay for all outside contract work related to the proper removal and disposal of sludge from the two wastewater treatment plants. Sewage sludge is land-applied, and application dates are weather-dependent. In some cases, sludge produced in one budget year cannot be applied and paid out in that same year if weather conditions are not favorable for land application. As a result, annual expenditures in this line item can vary from year-to-year solely as the result of inclement weather conditions.

**60-51-5-552 Service to Maintain Equipment/Vehicles** **\$ 40,000**

FY17/18 Actual:	\$ 31,558	FY18/19 Actual:	\$ 39,135
FY19/20 Budget:	\$ 40,000	FY19/20 Projected:	\$ 49,000
Budget to Proposed	0.0%	Projected to Proposed	-18.4% <span style="color: green;">▽</span>

Funds in this line item pay for all outside contract work related to the maintenance and improvement of the equipment and vehicles assigned to the Wastewater Treatment Division. Typical charges to this line item include, but are not limited to, annual generator maintenance, service to vehicles, service to grounds maintenance equipment, electrical repairs, repairs to blowers and motors, annual calibration of flow meters, telemetry troubleshooting and repair, annual calibration of laboratory balance and dissolved oxygen probes, and Safety-Kleen parts washer service. Plant operators have become proficient in the repair of a wide variety of equipment, resulting in a reduced cost for outside service technicians in recent years. In FY19/20, additional funds were utilized to have a replacement chart recorder installed at the south facility. Throughout the year there were several service calls and repairs from electrical contractors, and additional service on two of the generators. In FY20/21 service is anticipated to replace components in some of the electrical systems which energize equipment at both facilities.

**60-51-6-602 Gasoline & Oil** **\$ 7,000**

FY17/18 Actual:	\$ 4,536	FY18/19 Actual:	\$ 6,546
FY19/20 Budget:	\$ 5,000	FY19/20 Projected:	\$ 6,300
Budget to Proposed	40.0% <span style="color: red;">△</span>	Projected to Proposed	11.1% <span style="color: red;">△</span>

This line item is for oil and gas necessary to fuel three vehicles, mowing equipment, portable pumps, and a compact wheel loader, which are all assigned to the Wastewater Treatment Division. A substantial unanticipated increase in fuel costs began in FY19/20 and will continue into FY20/21.

<b>60-51-6-603 Fuel-Heating</b>	<b>\$ 11,000</b>
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FY17/18 Actual:	\$ 10,339	FY18/19 Actual:	\$ 11,715
FY19/20 Budget:	\$ 10,000	FY19/20 Projected:	\$ 10,000
Budget to Proposed	10.0% $\Delta$	Projected to Proposed	10.0% $\Delta$

This line item includes the heating cost for the buildings at both treatment plant sites and an off-site lift station. Winter season temperatures are reflected in the end of year balance in this line item.

<b>60-51-6-605 Tools</b>	<b>\$ 1,000</b>
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FY17/18 Actual:	\$ 1,477	FY18/19 Actual:	\$ 1,048
FY19/20 Budget:	\$ 1,000	FY19/20 Projected:	\$ 1,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item is used to purchase small hand tools in order to maintain the equipment, buildings, and grounds at the treatment plants. Individual tools with a price tag of more than \$500 are charged to the Equipment line item. In addition to typical purchases, pry bars and a replacement digital clamp meter were charged to this line item in FY19/20.

<b>60-51-6-606 Supplies</b>	<b>\$ 6,000</b>
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FY17/18 Actual:	\$ 3,666	FY18/19 Actual:	\$ 5,476
FY19/20 Budget:	\$ 7,000	FY19/20 Projected:	\$ 5,000
Budget to Proposed	-14.3% $\nabla$	Projected to Proposed	20.0% $\Delta$

This line item is used for the purchase of general supplies needed for the division. Typical purchases in this line item would include cleaning supplies, light bulbs, paper products, garbage bags, hand soap, first aid, and general office supplies.

<b>60-51-6-607 Chemicals</b>	<b>\$ 70,000</b>
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FY17/18 Actual:	\$ 58,554	FY18/19 Actual:	\$ 59,102
FY19/20 Budget:	\$ 70,000	FY19/20 Projected:	\$ 70,000
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item is used for the purchase of chemicals to be used in the treatment process. Typical purchases include alum, chlorine gas, sodium hypochlorite, sodium thiosulfate, polymer, and foam-reducing reagent. In FY19/20 a new polymer was introduced to replace the previous one, which increased in price substantially. The replacement polymer lowered the cost 19.35%. It is anticipated that unit prices for chlorine gas and sodium hypochlorite will have a slight increase for FY20/21 with no significant changes in quantities used. There has been an increase of 5.9% in the unit cost for alum. Rainfall has a direct impact on the volume of treatment chemicals needed to meet effluent standards. In 2019, the region experienced one of the highest recorded amounts of rainfall for the year.

<b>60-51-6-615 Lab Chemicals</b>				<b>\$ 17,000</b>
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FY17/18 Actual:	\$ 14,890	FY18/19 Actual:	\$ 16,177
FY19/20 Budget:	\$ 17,000	FY19/20 Projected:	\$ 16,500
Budget to Proposed	0.0%	Projected to Proposed	3.0% <span style="color: red;">△</span>

This line item is used to purchase chemicals and supplies necessary for the operation of the analytical lab at the North Plant. Chemicals purchased are used to make up standards, pH buffers, acids, bases, ammonia probe solutions, and all other reagents. Typical supplies would be thermometers, pipettes, beakers, sample containers, probes, paper filters, etc.

<b>60-51-6-620 Material to Maintain Buildings</b>				<b>\$ 3,000</b>
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FY17/18 Actual:	\$ 1,943	FY18/19 Actual:	\$ 1,400
FY19/20 Budget:	\$ 3,000	FY19/20 Projected:	\$ 1,500
Budget to Proposed	0.0%	Projected to Proposed	100.0% <span style="color: red;">△</span>

This line item is for the purchase of materials used by employees for in-house maintenance and improvements to buildings within this division. Examples of items purchased under this line item include floor mats, sump pumps, light fixtures, paint, sealers, lumber, mortar, cement, roof tar, doors, shelving, trim, etc.

<b>60-51-6-621 Material to Maintain Equipment</b>				<b>\$ 55,000</b>
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FY17/18 Actual:	\$ 47,942	FY18/19 Actual:	\$ 44,882
FY19/20 Budget:	\$ 55,000	FY19/20 Projected:	\$ 49,000
Budget to Proposed	0.0%	Projected to Proposed	12.2% <span style="color: red;">△</span>

This line item is for the purchase of material and supplies needed for the service and repair of all equipment used in the treatment processes and grounds maintenance. Typical costs include bearings, seals, electrical controls, wiring, conduit, repair sleeves, sampler parts, bolts, miscellaneous hardware, lubricants, filters, fuses, tubing, hour meters, valves, and belts.

<b>60-51-6-622 Material to Maintain Vehicles</b>				<b>\$ 3,000</b>
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FY17/18 Actual:	\$ 1,973	FY18/19 Actual:	\$ 2,228
FY19/20 Budget:	\$ 3,000	FY19/20 Projected:	\$ 2,200
Budget to Proposed	0.0%	Projected to Proposed	36.4% <span style="color: red;">△</span>

This line item is used to purchase routine maintenance and repair parts and supplies for the three vehicles assigned to this division. Expenditures in this line item are based upon decisions by mechanics completing both scheduled and non-scheduled repairs.

<b>60-51-6-623 Material to Maintain Land</b>				<b>\$ 1,000</b>
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FY17/18 Actual:	\$ 830	FY18/19 Actual:	\$ 358
FY19/20 Budget:	\$ 1,000	FY19/20 Projected:	\$ 800
Budget to Proposed	0.0%	Projected to Proposed	25.0% <span style="color: red;">△</span>

This line item covers expenditures for materials used to maintain the grounds at the two treatment facilities. Funds in this line item have allowed the treatment plant operators the ability to maintain the overall appearance of the treatment facilities.

60-51-7-720 Equipment \$ 10,000

FY17/18 Actual:	\$ 4,603	FY18/19 Actual:	\$ 13,482
FY19/20 Budget:	\$ 10,000	FY19/20 Projected:	\$ 6,000
Budget to Proposed	0.0%	Projected to Proposed	66.7% <span style="color: red;">△</span>

This line item covers the cost of equipment replacement that has a value of at least \$500. In FY19/20, several unanticipated equipment failures occurred. The division replaced a silencer for the #3 rotary blower, a safety shower for the sodium hypochlorite building, and a power washer. The purchase of an LDO probe and analytical meter was made for the laboratory. In FY20/21, this line item will be used to replace an in-line LDO probe and meter in aerator #11, ammonia nitrogen probe, and a sludge transfer pump.



Annual Budget  
FY20/21

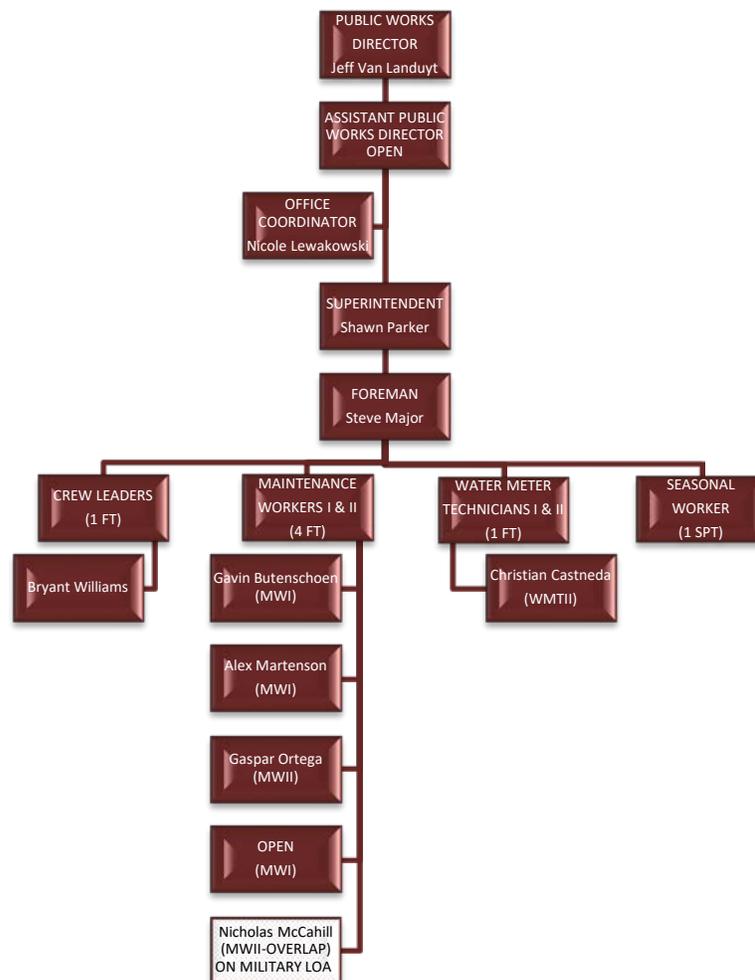
# Sewer & Water Maintenance

## Sewer & Water Maintenance Division

The Sewer and Water Maintenance Division is responsible for the operation and maintenance of the City's water distribution system (124.9 miles), two water booster stations, sanitary sewer collection system (107 miles), and the maintenance and operation of twenty (20) sanitary sewer pumping stations. Normal activities include daily maintenance and service, preventive maintenance and cleaning schedules, emergency repairs, system improvements, locating of underground water and sewer utilities, meter reading, and customer service for approximately 8,300 utility customer accounts. Division staff also supports other Public Works functions such as snow removal, leaf collection, and Water and Wastewater Treatment Plant Maintenance.



### SEWER & WATER MAINTENANCE DIVISION – ORGANIZATIONAL CHART



<b>SEWER &amp; WATER MAINTENANCE – PERSONNEL SUMMARY</b>					
<b>POSITION/TITLE</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>	<b>+(-)</b>
Superintendent	1	1	1	1	0
Foreman	1	1	1	1	0
Crew Leader	1	1	1	1	0
Maintenance Worker I & II	4	4	4	4	0
Water Meter Technician I & II	1	1	1	1	0
Seasonal Temporary-SPT	0.5	0.5	0.5	0.5	0
<b>TOTAL FULL TIME</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>0</b>
<b>TOTAL SPT (FTE)</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0</b>

### FY19/20 Accomplishments

- This division continued its accelerated water meter change out program. 600 old meters have been replaced with new meters outfitted with radio read technology.
- Division employees responded to 5,718 calls for utility locates in 2019 under the Joint Utility Locating Information for Excavators (JULIE) program.
- Facilitated the repair of 33 water main breaks.
- Cleaned 25,000 feet of sanitary sewer mains.
- Responded to 261 customer service requests from residents, business owners, and industrial customers.
- Responded to 43 calls related to reported sanitary sewer backups.
- Responded to 19 individual requests to have water turned on or off for a customer.
- Repaired twelve (12) fire hydrants.
- Replaced four (4) broken fire hydrants.
- Posted 933 property owners for non-payment. Of those 933; 144 water services were shut off.
- Provided customer service by responding to 72 instances where the customer thought their bill was higher than it should be. Aided in locating the source of the leak.
- Replaced five (5) water main valves within the water distribution system.
- Completed both a spring and fall flush of the City’s water system.
- Completed site inspections of twenty (20) sanitary sewer lift stations, five (5) days a week.
- Cleaned pumps at Wanda Lane lift station once a week.
- Utilized fatty-grease reducing chemicals at six (6) different locations in the sanitary sewer system, once a week to reduce the likelihood of issues caused by buildup.
- Completed site inspections of two (2) water booster stations, five (5) days a week.
- Cleared snow from sanitary sewer lift stations and water booster stations. Division staff assisted the Street Division by serving as backup snowplow drivers and pickup truck drivers.
- Assisted with the removal of sewage sludge from tanks at the wastewater treatment plants and debris from brine tanks at the water treatment plants.
- Responded to 21 different requests to check water quality (some requests were from work being done on the water system, i.e., water main breaks).
- The Division started a citywide valve-exercising program, 99 valves were exercised.

- The Division assisted with flow testing throughout the distribution system to update the water model.
- The Division replaced 30 feet of 12" sanitary sewer main on Roosevelt Avenue.
- The Division re-routed 25 feet of 6" sanitary sewer main on Throop Street.
- The Division replaced 20 feet of 6" storm sewer main on Throop Street.
- The Division replaced a 12" valve at the Southside Wastewater Treatment plant.

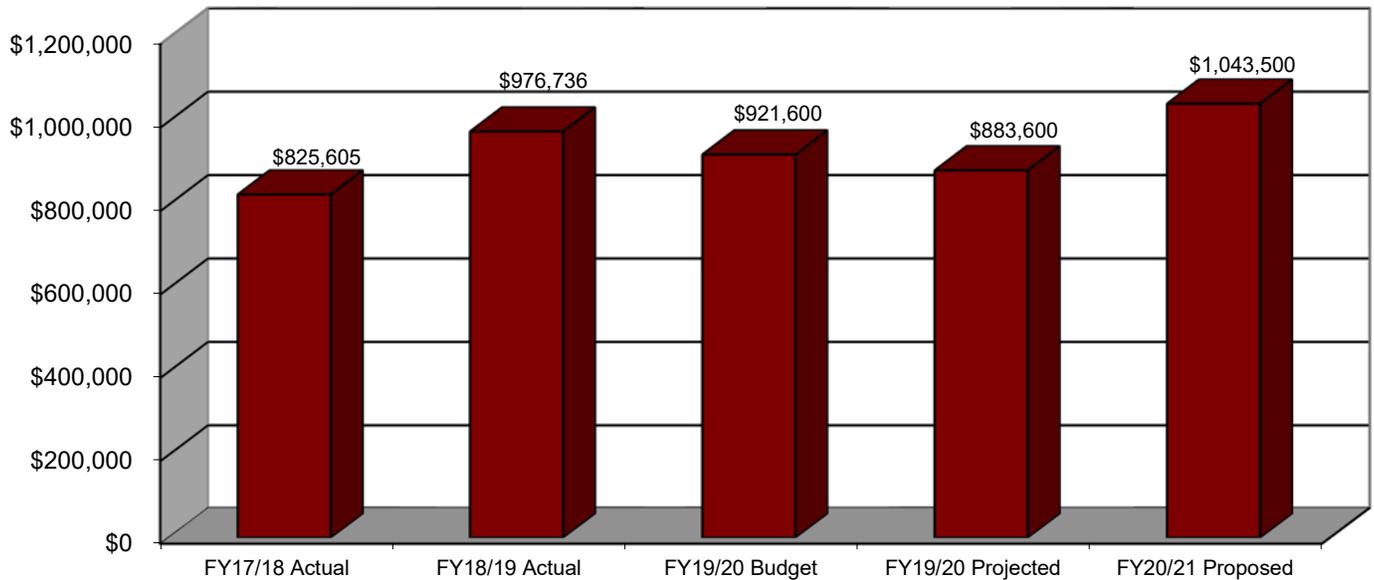
### **FY20/21 Goals and Objectives**

- Staff will work with the Finance Department to maximize the conversion of all accounts to new radio read water meters.
- Division staff will complete a spring and fall flush of the City's water distribution system.
- Division staff will monitor and maintain the City's twenty (20) sanitary sewer lift stations, which are in operation 24/7.
- Division staff will monitor and maintain the two (2) water booster stations, which are in operation 24/7.
- This division will assist other Divisions and Departments with those projects that involve the use of the Vactor truck, backhoe, excavation, and/or underground utility work.
- Division staff will perform spring restoration to the roadway, curb, sidewalk, and landscaped areas that were excavated to repair water main breaks.
- During FY20/21, training will be provided to new and existing employees on the various aspects of the water and sewer distribution systems, and reinforce the City's commitment to customer service.
- Division staff will continue the administration of a sanitary sewer-cleaning program.
- Division staff will focus on improving its commitment to a citywide valve-exercising program for the water system.

**Performance Measures**

Item	Goal	Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Estimated
Internal Training	Provide at least 20 hours of documented training for division employees each year		20 hours	15 hours	12 hours
Maintain water system valves & hydrants	Repair/ replace valves and hydrants as necessary		2 valves/ 23 hydrants	5 valves/ 15 hydrants	5 valves/ 16 hydrants
Convert water meters to radio read	750 water meters/ year		650 meters	625 meters	600 meters
Utilize preventive maintenance to clean sanitary sewer lines	Lineal ft/ year		10,000 lineal feet	12,000 lineal feet	25,000 lineal feet
Employ operations to promote efficient programs & projects	Seek out and administer programs and projects intended to make facilities efficient		Initiated valve exercising program	Initiated improved water loss database	Installed alarm dialer at Borden Water Booster Station

**BUDGET COMPARISON**



## Water & Sewer Utility-Expenses

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
<b>SEWER &amp; WATER MAINTENANCE</b>						
<b>SALARIES</b>						
60-52-3-408	Superintendent	\$ 73,415	\$ 86,895	\$ 85,200	\$ 85,200	\$ 87,800
60-52-3-415	Maintenance	313,380	339,075	356,600	287,200	422,400
60-52-3-431	Extra Labor	3,684	3,941	4,000	4,100	5,800
60-52-3-445	Overtime	20,991	31,250	22,000	31,700	30,000
60-52-3-451	Sick Leave Conversion	-	-	-	-	-
<b>TOTAL SALARIES</b>		<b>\$ 411,470</b>	<b>\$ 461,161</b>	<b>\$ 467,800</b>	<b>\$ 408,200</b>	<b>\$ 546,000</b>
<b>PERSONAL SERVICES</b>						
60-52-4-453	Uniforms	\$ 6,008	\$ 6,233	\$ 6,000	\$ 5,900	\$ 6,200
60-52-4-457	IMRF	52,794	54,569	49,400	41,000	69,100
60-52-4-458	Social Security	24,196	26,479	27,700	21,000	32,400
60-52-4-459	Medicare	5,659	6,193	6,500	4,900	7,600
<b>TOTAL PERSONAL SERVICES</b>		<b>\$ 88,657</b>	<b>\$ 93,474</b>	<b>\$ 89,600</b>	<b>\$ 72,800</b>	<b>\$ 115,300</b>
<b>CONTRACTUAL SERVICES</b>						
60-52-5-501	Communications	\$ 12,401	\$ 12,676	\$ 13,000	\$ 12,800	\$ 13,200
60-52-5-540	Utilities-Lift Stations	37,046	42,965	39,000	48,500	45,000
60-52-5-541	Utilities-Booster Stations	10,513	9,991	14,500	11,000	14,500
60-52-5-552	Service to Maintain Equipment	11,750	8,306	5,000	10,000	5,000
60-52-5-553	Service to Maintain Vehicles	5,600	1,177	4,000	10,000	4,000
60-52-5-554	Service to Maintain Water Mains	44,054	97,833	75,000	70,000	70,000
60-52-5-555	Service to Maintain Sewer Mains	54,191	70,790	50,000	70,000	65,000
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>\$ 175,555</b>	<b>\$ 243,738</b>	<b>\$ 200,500</b>	<b>\$ 232,300</b>	<b>\$ 216,700</b>
<b>COMMODITIES</b>						
60-52-6-602	Gasoline & Oil	\$ 18,375	\$ 21,330	\$ 22,000	\$ 21,000	\$ 22,000
60-52-6-605	Tools	1,231	2,289	2,700	2,600	2,700
60-52-6-606	Supplies	1,092	2,743	2,300	2,200	2,300
60-52-6-621	Material to Maintain Equipment	10,954	6,999	4,700	8,000	6,500
60-52-6-622	Material to Maintain Vehicles	7,305	14,018	12,000	10,500	12,000
60-52-6-624	Material to Maintain Water Mains	29,596	56,413	45,000	45,000	45,000
60-52-6-625	Material to Maintain Sewer Mains	79,751	65,442	70,000	70,000	70,000
<b>TOTAL COMMODITIES</b>		<b>\$ 148,304</b>	<b>\$ 169,234</b>	<b>\$ 158,700</b>	<b>\$ 159,300</b>	<b>\$ 160,500</b>
<b>CAPITAL OUTLAY</b>						
60-52-7-720	Equipment	\$ 1,619	\$ 9,129	\$ 5,000	\$ 11,000	\$ 5,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 1,619</b>	<b>\$ 9,129</b>	<b>\$ 5,000</b>	<b>\$ 11,000</b>	<b>\$ 5,000</b>
<b>TOTAL SEWER &amp; WATER MAINTENANCE DIVISION EXPENSES</b>		<b>\$ 825,605</b>	<b>\$ 976,736</b>	<b>\$ 921,600</b>	<b>\$ 883,600</b>	<b>\$ 1,043,500</b>

## Sewer & Water Maintenance Line Item Descriptions

### 60-52-3-408 Superintendent \$ 87,800

FY17/18 Actual:	\$ 73,415	FY18/19 Actual:	\$ 86,895
FY19/20 Budget:	\$ 85,200	FY19/20 Projected:	\$ 85,200
Budget to Proposed	3.1% <span style="color: red;">△</span>	Projected to Proposed	3.1% <span style="color: red;">△</span>

The Sewer & Water Maintenance Superintendent directs and manages all operations associated with the operation and maintenance of the City's water & sewer distribution system. This line item pays the cost of the Superintendent's salary for the Sewer & Water Maintenance Division of Public Works. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates any "bring to minimum" pay increases as well as an opportunity for a merit pay increase based on the City's approved merit program.

### 60-52-3-415 Maintenance \$ 422,400

FY17/18 Actual:	\$ 313,380	FY18/19 Actual:	\$ 339,075
FY19/20 Budget:	\$ 356,600	FY19/20 Projected:	\$ 287,200
Budget to Proposed	18.5% <span style="color: red;">△</span>	Projected to Proposed	47.1% <span style="color: red;">△</span>

The FY20/21 budget amount is consistent with the negotiated labor contracts for unionized Public Works positions. This line item pays the salary of eight (8) full-time, year-round employees who serve to operate and maintain the City's water & sewer distribution system. Some major tasks that are also performed by these employees are water meter reading, troubleshooting, repair, and replacement of water mains and sanitary sewer mains, utility locates, lift station & water booster station operation and maintenance, and pressure reducing station maintenance & repair. In FY17/18, the Water Meter Technician position was vacant for three months.

### 60-52-3-431 Extra Labor \$ 5,800

FY17/18 Actual:	\$ 3,684	FY18/19 Actual:	\$ 3,941
FY19/20 Budget:	\$ 4,000	FY19/20 Projected:	\$ 4,100
Budget to Proposed	45.0% <span style="color: red;">△</span>	Projected to Proposed	41.5% <span style="color: red;">△</span>

This line item is used to pay the salary costs of a seasonal part-time employee working 40 hours per week during the summer months (May thru August). The seasonal employee provides additional labor for seasonal mowing, trimming, and outside maintenance at the pump stations, freeing up full-time employees for the performance of technical work. Actual costs are determined by the total number of hours that this employee works. This amount is consistent with the City's Compensation Plan for non-unionized positions and incorporates any "bring to minimum" pay increases.

**60-52-3-445 Overtime \$ 30,000**

FY17/18 Actual:	\$ 20,991	FY18/19 Actual:	\$ 31,250
FY19/20 Budget:	\$ 22,000	FY19/20 Projected:	\$ 31,700
Budget to Proposed	36.4% <span style="color: red;">△</span>	Projected to Proposed	-5.4% <span style="color: green;">▽</span>

Overtime costs are incurred each year to deal with unanticipated and/or emergency situations and to complete critical equipment repairs to return the distribution system to normal operation. Overtime costs for employees in this division while working on other types of activities (i.e., snow plowing, leaf collection, etc.) are not charged to this line item. There are no scheduled overtime activities for this division, so overtime is related to after-hour emergency repairs and/or customer service requests. In FY19/20 expenditures are greater than that which was budgeted due to the need to pay out retroactive amounts after the Collective Bargaining Agreement was ratified in March 2020.

**60-52-4-451 Sick Leave Conversion \$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

The sick leave conversion benefit provides for the accumulation of a maximum of 800 hours (100 days) of sick leave with any amount over this paid at 50%, but applied to employee health insurance contributions. At this time, no employees in this division will accrue 800 hours of sick leave in FY20/21.

**60-52-4-453 Uniforms \$ 6,200**

FY17/18 Actual:	\$ 6,008	FY18/19 Actual:	\$ 6,233
FY19/20 Budget:	\$ 6,000	FY19/20 Projected:	\$ 5,900
Budget to Proposed	3.3% <span style="color: red;">△</span>	Projected to Proposed	5.1% <span style="color: red;">△</span>

In an effort to maintain consistency in the clothing and present a professional appearance, the City provides certain uniform items for Public Works employees. All uniforms and clothing identifies the individual as an employee of Public Works and the City of Woodstock. Funds within this line item cover the purchase of t-shirts, jackets, coats, rain gear, gloves, boots, and other clothing items for all full-time employees in the Sewer & Water Maintenance Division on an as-needed basis. The cost for rented uniforms and the number of employees requesting them have increased.

**60-52-4-457 IMRF \$ 69,100**

FY17/18 Actual:	\$ 52,794	FY18/19 Actual:	\$ 54,569
FY19/20 Budget:	\$ 49,400	FY19/20 Projected:	\$ 41,000
Budget to Proposed	39.9% <span style="color: red;">△</span>	Projected to Proposed	68.5% <span style="color: red;">△</span>

This line item covers costs for Illinois Municipal Retirement Fund contributions for each of the eight employees in the Sewer & Water Maintenance Division.

**60-52-4-458 Social Security** **\$ 32,400**

FY17/18 Actual:	\$ 24,196	FY18/19 Actual:	\$ 26,479
FY19/20 Budget:	\$ 27,700	FY19/20 Projected:	\$ 21,000
Budget to Proposed	17.0% <span style="color: red;">△</span>	Projected to Proposed	54.3% <span style="color: red;">△</span>

This line item covers costs for Social Security contributions for each of the eight employees in the Sewer & Water Maintenance Division.

**60-52-4-459 Medicare** **\$ 7,600**

FY17/18 Actual:	\$ 5,659	FY18/19 Actual:	\$ 6,193
FY19/20 Budget:	\$ 6,500	FY19/20 Projected:	\$ 4,900
Budget to Proposed	16.9% <span style="color: red;">△</span>	Projected to Proposed	55.1% <span style="color: red;">△</span>

This line item covers costs for Medicare contributions for each of the eight employees in the Sewer & Water Maintenance Division.

**60-52-5-501 Communications** **\$ 13,200**

FY17/18 Actual:	\$ 12,401	FY18/19 Actual:	\$ 12,676
FY19/20 Budget:	\$ 13,000	FY19/20 Projected:	\$ 12,800
Budget to Proposed	1.5% <span style="color: red;">△</span>	Projected to Proposed	3.1% <span style="color: red;">△</span>

Charges to this line item include Verizon cellular phone fees for all full-time division employees and fees for remote alarm dialers located throughout the distribution system. Each of the sanitary sewer lift stations is equipped with alarm dialers to notify employees in the event of a pump failure, electric-service interruption, or high-water condition. The cost of the maintenance of the phone dialers and the monthly charges for the phone lines are charged to this line item.

**60-52-5-540 Utilities-Lift Stations** **\$ 45,000**

FY17/18 Actual:	\$ 37,046	FY18/19 Actual:	\$ 42,965
FY19/20 Budget:	\$ 39,000	FY19/20 Projected:	\$ 48,500
Budget to Proposed	15.4% <span style="color: red;">△</span>	Projected to Proposed	-7.2% <span style="color: green;">▽</span>

This line item pays the electricity to operate the equipment at the City’s sanitary sewer lift stations and natural gas costs to power pad-mounted emergency generators. FY19/20 was very wet, which means that pumps ran more often, resulting in an increase in electrical costs.

**60-52-5-541 Utilities-Booster Stations** **\$ 14,500**

FY17/18 Actual:	\$ 10,513	FY18/19 Actual:	\$ 9,991
FY19/20 Budget:	\$ 14,500	FY19/20 Projected:	\$ 11,000
Budget to Proposed	0.0%	Projected to Proposed	31.8% <span style="color: red;">△</span>

Funds in this line item pay costs for electrical service to operate the two water supply booster stations maintained by the Sewer and Water Maintenance Division. Cold winter seasons will affect expenditures in this line item since they are outfitted with electric heaters.

**60-52-5-552 Service to Maintain Equipment** **\$ 5,000**

FY17/18 Actual:	\$ 11,750	FY18/19 Actual:	\$ 8,306
FY19/20 Budget:	\$ 5,000	FY19/20 Projected:	\$ 10,000
Budget to Proposed	0.0%	Projected to Proposed	-50.0% ▽

This line item will be used to pay the costs of all outside contract services needed for the repair of equipment within this division's area of responsibility. Typical equipment might include, but not be limited to, Vactor, backhoe, pumps, generators, saws, locating equipment, and other small equipment. During FY17/18, the water pump of the Vactor truck failed unexpectedly and was replaced. This line item is over the budgeted amount in FY19/20 as the result of unanticipated repairs to the Division's Vactor. The radiator on the auxiliary engine failed, the upper tubes rusted through, and the replacement of a gauge cluster was also required for the auxiliary engine. The Vactor has been approved for replacement and the City awaits its delivery.

**60-52-5-553 Service to Maintain Vehicles** **\$ 4,000**

FY17/18 Actual:	\$ 5,600	FY17/18 Actual:	\$ 1,177
FY19/20 Budget:	\$ 4,000	FY19/20 Projected:	\$ 10,000
Budget to Proposed	0.0%	Projected to Proposed	-60.0% ▽

This line item will be used to pay the costs of all outside contract services needed for the repair and maintenance of ten (10) vehicles assigned to this division. The increase in this line item in FY19/20 was for contracted services during a period when both mechanics positions in the Fleet Maintenance Division were vacant.

**60-52-5-554 Service to Maintain Water Mains** **\$ 70,000**

FY17/18 Actual:	\$ 44,054	FY18/19 Actual:	\$ 97,833
FY19/20 Budget:	\$ 75,000	FY19/20 Projected:	\$ 70,000
Budget to Proposed	-6.7% ▽	Projected to Proposed	0.0%

This line item will include all costs for outside services needed for the operation, maintenance, and repair of the water distribution system. This includes the purchase of replacement pumps for water booster stations, complete replacement of booster station drive (operational control equipment and sensors), electrical system changes, normal maintenance of the booster stations, contracted services to assist with and complete restoration for water main repairs, and plumbing assistance for maintenance of the water system.

**60-52-5-555 Service to Maintain Sewer Mains** **\$ 65,000**

FY17/18 Actual:	\$ 54,191	FY18/19 Actual:	\$ 70,790
FY19/20 Budget:	\$ 50,000	FY19/20 Projected:	\$ 70,000
Budget to Proposed	30.0% △	Projected to Proposed	-7.1% ▽

This line item includes the cost of outside services for the maintenance of the City's sanitary sewer collection system, TV inspection services to investigate problem areas, and services to maintain the City's sanitary sewer lift stations. Typical expenses may include electrical system and control panel maintenance,

service of generators, landscape restoration, TV inspection services, contracted services to assist with sewer repairs, contracted services for pavement and driveway restoration, and contracted services for the maintenance of lift station pumps. In FY19/20 there were two breaks in the force main at Westwood Lakes that required the sewer to be pumped and hauled away, in addition to the need for a contractor to bring in a larger backhoe than the one the City owns to facilitate repairs.

**60-52-6-602 Gasoline & Oil \$ 22,000**

FY17/18 Actual:	\$ 18,375	FY18/19 Actual:	\$ 21,330
FY19/20 Budget:	\$ 22,000	FY19/20 Projected:	\$ 21,000
Budget to Proposed	0.0%	Projected to Proposed	4.8% <span style="color: red;">△</span>

This line item is for oil, diesel fuel, and gasoline used in the ten (10) vehicles assigned to the Sewer & Water Maintenance Division, in addition to mowing equipment and portable pumps, portable generators, etc.

**60-52-6-605 Tools \$ 2,700**

FY17/18 Actual:	\$ 1,231	FY18/19 Actual:	\$ 2,289
FY19/20 Budget:	\$ 2,700	FY19/20 Projected:	\$ 2,600
Budget to Proposed	0.0%	Projected to Proposed	3.8% <span style="color: red;">△</span>

This line item is to be used to purchase small hand tools and equipment to maintain the equipment, buildings, and grounds that are the responsibility of the Water & Sewer Maintenance Division. Individual tools with a price tag of more than \$500 are charged to the Equipment line item. Typical charges will include hydrant wrenches, probes, valve keys, wrenches, hand tools, shovels, rakes, etc.

**60-52-6-606 Supplies \$ 2,300**

FY17/18 Actual:	\$ 1,092	FY18/19 Actual:	\$ 2,743
FY19/20 Budget:	\$ 2,300	FY19/20 Projected:	\$ 2,200
Budget to Proposed	0.0%	Projected to Proposed	4.5% <span style="color: red;">△</span>

This line item is used for the purchase of general supplies utilized by the division that are not directly related to sewer mains or water mains. Typical charges will include first aid supplies, batteries, barricades, nuts and bolts, lumber, mortar mix, paint, grass seed, etc.

**60-52-6-621 Material to Maintain Equipment \$ 6,500**

FY17/18 Actual:	\$ 10,954	FY18/19 Actual:	\$ 6,999
FY19/20 Budget:	\$ 4,700	FY19/20 Projected:	\$ 8,000
Budget to Proposed	38.3% <span style="color: red;">△</span>	Projected to Proposed	-18.8% <span style="color: green;">▽</span>

This line item is used for the purchase of all supplies and parts needed for the routine service, maintenance, and repair work completed in-house. Typical purchases include belts, filters, pump hoses, hoses for the Vactor, sewer jet pressure hose, nozzles, and fittings. During FY17/18, several of the Division's trash pumps broke down requiring the purchase of several new parts. These

pumps are utilized for water main breaks, storm events, and other occasions when dewatering is necessary. In addition, the backhoe required some significant work related to the seizing of parts associated with the hydraulic ram. Charges to this line item are for parts. City employees performed all labor associated with their installation. In FY19/20 a single order for necessary vector tubes and parts doubled the budget expenditures in this line item.

<b>60-52-6-622 Material to Maintain Vehicles</b>				<b>\$ 12,000</b>
FY17/18 Actual:	\$ 7,305	FY18/19 Actual:	\$ 14,018	
FY19/20 Budget:	\$ 12,000	FY19/20 Projected:	\$ 10,500	
Budget to Proposed	0.0%	Projected to Proposed	14.3% <span style="color: red;">△</span>	

This line item is used for the purchase of all supplies and parts needed for the routine service, maintenance, and repair work completed in-house for ten (10) vehicles assigned to this division.

<b>60-52-6-624 Material to Maintain Water Mains</b>				<b>\$ 45,000</b>
FY17/18 Actual:	\$ 29,596	FY18/19 Actual:	\$ 56,413	
FY19/20 Budget:	\$ 45,000	FY19/20 Projected:	\$ 45,000	
Budget to Proposed	0.0%	Projected to Proposed	0.0%	

This line item is used for the purchase of all material for the repair and maintenance of the water distribution system. Typical items purchased might include fire hydrants, hydrant extensions, water main pipe, water valves, water main repair clamps, brass fittings, gravel and stone, and other similar material purchases needed to complete water main repairs and improvements by City employees. During FY17/18, repair parts were purchased to repair the fire hydrants identified as leaking in the citywide leak detection survey. The reason this line item is over budget is the increase in the amount of water main breaks, and the cost of material to repair and restore the areas.

<b>60-52-6-625 Material to Maintain Sewer Mains</b>				<b>\$ 70,000</b>
FY17/18 Actual:	\$ 79,751	FY18/19 Actual:	\$ 65,442	
FY19/20 Budget:	\$ 70,000	FY19/20 Projected:	\$ 70,000	
Budget to Proposed	0.0%	Projected to Proposed	0.0%	

This line item is used for the purchase of material, supplies, and parts for the maintenance and repair of sanitary sewers and lift stations. Costs for the upcoming budget year will include the purchase of sanitary sewer degreaser, sewer main repair clamps and couplings, sewer pipe, manhole block and precast manholes, manhole frames and grates, lift station parts, landscape material for lift stations, and gravel and stone. This line continues to grow because of the cost to help maintain the accumulation of grease and disposable wipes that are put into the sanitary sewer system. In addition, a main control panel had to be replaced because it failed and the cost of materials to maintain the lift stations is increasing.

## 60-52-7-720 Equipment

\$ 5,000

FY17/18 Actual:	\$ 1,619	FY18/19 Actual:	\$ 9,129
FY19/20 Budget:	\$ 5,000	FY19/20 Projected:	\$ 11,000
Budget to Proposed	0.0%	Projected to Proposed	-54.5% ▽

This line item is used for the purchase of tools, which cost more than \$500 per item. In FY17/18, funds were requested to replace a rotary saw used for cutting pipe, concrete, and blacktop. The previous saws were purchased in the early 1990s. In FY18/19, funds were utilized for the purchase of a hydraulic tool for removing the internal parts of a hydrant from the surface, avoiding the need to excavate. In FY19/20, funds were used for the purchase of fiber-optic locating equipment. In FY20/21, funds are requested to continue updating the current locating equipment via its replacement.



Annual Budget  
FY20/21

# **W&S Administration and Debt**

## Water & Sewer Administration & Debt Service

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This budget funds the expenditures accrued by the Public Works office staff, which provides administrative and management assistance to the three Utility Fund operating divisions (Water Treatment, Wastewater Treatment, and Sewer & Water Maintenance). Other expenditures related to the training and support for Utility Fund employees, utility billing expenses, engineering services, and debt service are also accounted for in this budget.



### FY19/20 Accomplishments

- Bond debt payments for the First Street Water Treatment Plant improvements were made in a timely manner from existing revenues.
- Water treatment plant employees completed all annual training and professional development classes required by the Illinois Environmental Protection Agency to maintain their state certifications.
- Wastewater treatment plant employees continued to complete courses for treatment plant operators and advanced their certification status through the State-managed testing program.
- All utility divisions remained 100% compliant with EPA guidelines as it relates to the operation of the water treatment plant, wastewater treatment plant, water distribution and sewer collection systems.
- Funds to cover annual fees charged by the Illinois EPA associated with the NPDES permits, Land Application permit, and Storm Water permit is paid through this budget.
- The annual membership/user fee for participation in the area-wide utility-locate service is derived from this budget.

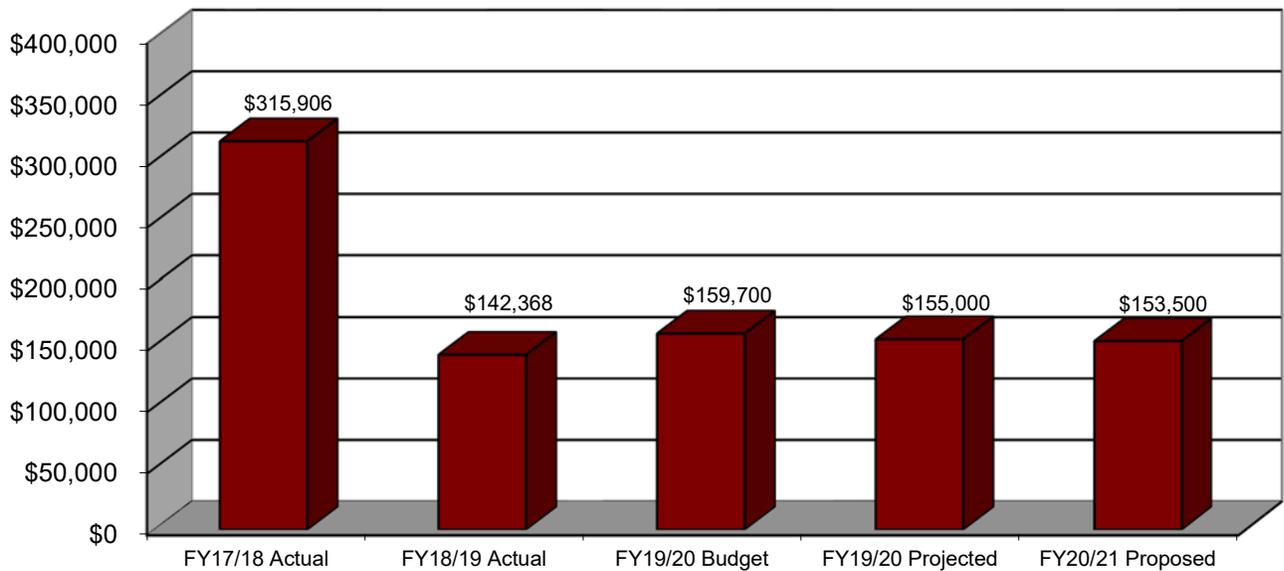
### FY20/21 Goals and Objectives

- Provide adequate funds from existing revenues to meet annual debt obligations for costs incurred with the maintenance, repair, and upgrade of existing utility infrastructure, distinct from funds needed to meet obligations resulting from increased capacity needs.
- Provide funding for specialized training and educational seminars specific to water treatment, wastewater treatment, mechanical and electrical systems, water distribution, and overall utility operations to develop a qualified staff with specialized skills.
- Plan, schedule, and complete educational and promotional programs to advance the City's goal of increasing awareness about the importance and need for water conservation measures, groundwater source protection, and protecting surface waters by limiting improper waste disposal into the sanitary sewer system.
- Provide adequate funds and complete the annual update of the City's GIS system to provide a reliable and easily accessible record of utility information and infrastructure.
- Provide adequate funds to cover the cost of IEPA permit fees and J.U.L.I.E. membership/user fees.

**Performance Measures**

Item	Goal	Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Estimated
Outside Training Opportunities	Provide at least 10 different training opportunities for Utility Fund employees of the PW organization during fiscal year		12	17	10
Oversight for all major maintenance & construction projects	Evaluate recommended solutions, write specifications, receive bids, secure City Council approval, manage projects to completion		19	12	14
Newsletter articles, press releases, public outreach	Advance the City's goal of increasing awareness about the importance and needs of water conservation measures, groundwater source protection, and protecting surface water by limiting improper waste disposal into sanitary sewers		7	9	8

**BUDGET COMPARISON**



## Water & Sewer Utility-Expenses

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
<b>ADMINISTRATION &amp; DEBT SERVICE</b>						
<b>PERSONAL SERVICES</b>						
60-53-4-452	Travel & Training	\$ 3,799	\$ 3,775	\$ 6,000	\$ 3,000	\$ 6,000
60-53-4-454	Dues & Subscriptions	263	656	1,200	800	1,200
<b>TOTAL PERSONAL SERVICES</b>		<b>\$ 4,062</b>	<b>\$ 4,431</b>	<b>\$ 7,200</b>	<b>\$ 3,800</b>	<b>\$ 7,200</b>
<b>CONTRACTUAL SERVICES</b>						
60-53-5-502	Legal Expenses	\$ 788	\$ 88	\$ 1,000	\$ -	\$ -
60-53-5-503	Engineering Services	5,760	-	-	8,000	2,000
60-53-5-531	Insurance Premiums	-	100,068	93,200	88,400	84,800
60-53-5-537	Printing Services	-	-	500	500	500
60-53-5-538	IEPA WWTP Permit Fees	32,500	15,000	33,000	33,500	33,500
60-53-5-560	JULIE Fees	3,825	4,062	4,800	3,200	6,500
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>\$ 42,873</b>	<b>\$ 119,218</b>	<b>\$ 132,500</b>	<b>\$ 133,600</b>	<b>\$ 127,300</b>
<b>COMMODITIES</b>						
60-53-6-601	Postage	\$ 16,973	\$ 17,194	\$ 18,000	\$ 16,800	\$ 17,000
60-53-6-604	Education Programs	-	-	500	100	500
60-53-6-606	Supplies	883	1,525	1,500	700	1,500
<b>TOTAL COMMODITIES</b>		<b>\$ 17,856</b>	<b>\$ 18,719</b>	<b>\$ 20,000</b>	<b>\$ 17,600</b>	<b>\$ 19,000</b>
<b>INTEREST</b>						
60-53-8-931	Interest Expense (2008)	\$ 10,925	\$ -	\$ -	\$ -	\$ -
60-53-8-932	Interest Expense (2016)	73,600	-	-	-	-
<b>TOTAL INTEREST</b>		<b>\$ 84,525</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>OTHER CHARGES</b>						
60-53-8-517	Bond Fees	\$ 1,590	\$ -	\$ -	\$ -	\$ -
60-53-8-901	Bond Principal (2008)	165,000	-	-	-	-
<b>TOTAL OTHER CHARGES</b>		<b>\$ 166,590</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL ADMINISTRATION &amp; DEBT SERVICE DIVISION EXPENSES</b>		<b>\$ 315,906</b>	<b>\$ 142,368</b>	<b>\$ 159,700</b>	<b>\$ 155,000</b>	<b>\$ 153,500</b>

## Water & Sewer Administration & Debt Service Line Item Descriptions

### 60-53-4-452 Travel & Training \$ 6,000

FY17/18 Actual:	\$ 3,799	FY18/19 Actual:	\$ 3,775
FY19/20 Budget:	\$ 6,000	FY19/20 Projected:	\$ 3,000
Budget to Proposed	0.0%	Projected to Proposed	100.0% <span style="color: red;">△</span>

Costs for travel and training for all Utility Fund Public Works divisions are centralized in this budget. Therefore, no training costs are included in the individual divisions' budgets, and this line item includes training for all Public Works employees in the Utility Fund divisions, which include Water Treatment, Wastewater Treatment, Sewer & Water Maintenance, and Public Works Administration.

Charges to this line item are increasing as the result of Sewer & Water Maintenance employees desire to move forward with agreed-upon coursework required for the merit-based promotion provision in the collective bargaining agreement. In addition, the Illinois EPA is requiring employees with Wastewater Treatment Plant Certifications to earn continuing education credits in 2020, not unlike Water Treatment plant personnel have been required to do for a number of years now.

### 60-53-4-454 Dues & Subscriptions \$ 1,200

FY17/18 Actual:	\$ 263	FY18/19 Actual:	\$ 656
FY19/20 Budget:	\$ 1,200	FY19/20 Projected:	\$ 800
Budget to Proposed	0.0%	Projected to Proposed	50.0% <span style="color: red;">△</span>

All costs for dues, subscriptions, and reference materials for all Utility Fund divisions in Public Works are centralized in this budget. Typical annual expenses include membership dues in American Water Works Association, Water Environment Federation, Fox Valley Operators Association, and Northern Illinois Water Analysts. Fees associated with the renewal of Commercial Drivers Licenses and pesticide applicator certification fees for Utility Fund employees are also charged to this account.

### 60-53-5-502 Legal Expenses \$ 0

FY17/18 Actual:	\$ 788	FY18/19 Actual:	\$ 88
FY19/20 Budget:	\$ 1,000	FY19/20 Projected:	\$ 0
Budget to Proposed	-100.0% <span style="color: green;">▽</span>	Projected to Proposed	N/A

This line item is used to pay legal fees directly attributable to the Utility Fund operation. These fees only include general activities such as research of legal requirements for bonds or special payments, assistance with damage claims and liability issues, and research and assistance for policies on debt collection.

**60-53-5-503 Engineering Services \$ 2,000**

FY17/18 Actual:	\$ 5,760	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 8,000
Budget to Proposed	N/A	Projected to Proposed	-75.0% ▽

This line item is to be used for the payment of engineering fees for general services in the Utility Fund divisions. This includes, but is not limited to, assistance with permit questions or issues, water flow and pressure modeling, updates of computer-mapping records, assistance related to water treatment operations, property surveys, and similar projects.

In FY17/18, a water main broke in the parking lot at Public Works. The line could not be shut down to facilitate the application of a repair sleeve. The City contracted with consulting engineers to study the situation and make recommendations. In FY19/20 the City needed to interact with the Illinois EPA with regard to the draft NPDES Permits it received. Once approved, the term of the permits is five years and it is important that the City address any concerns it has before a final NPDES permit is issued. This action required assistance from consulting engineers. In addition, there were some concerns about low water pressure in the City's distribution system that initiated the installation and review of a recording device over time.

**60-00-5-531 Insurance Premiums \$ 84,800**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 100,068
FY19/20 Budget:	\$ 93,200	FY19/20 Projected:	\$ 88,400
Budget to Proposed	-9.0% ▽	Projected to Proposed	-4.1% ▽

This line item was new in FY18/19. It reflects the actual costs to cover eligible Utility Fund employees' workers compensation and property liability insurance costs. Previously, this amount was partially covered by a transfer to the Liability Insurance Fund.

**60-53-5-537 Printing Services \$ 500**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 500	FY19/20 Projected:	\$ 500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item covers the cost of copying large plans for developers and contractors, printing and copying presentation materials and exhibits, business cards and printing base maps, if and when necessary.

**60-53-5-538 IEPA WWTP Permit Fees \$ 33,500**

FY17/18 Actual:	\$ 32,500	FY18/19 Actual:	\$ 15,000
FY19/20 Budget:	\$ 33,000	FY19/20 Projected:	\$ 33,500
Budget to Proposed	1.5% △	Projected to Proposed	0.0%

The State of Illinois charges an annual fee for each NPDES Discharge Permit, Land Application Permit, and Storm Water Discharge permit issued by the Illinois Environmental Protection Agency.

**60-53-5-560 JULIE Fees \$ 6,500**

FY17/18 Actual:	\$ 3,825	FY18/19 Actual:	\$ 4,062
FY19/20 Budget:	\$ 4,800	FY19/20 Projected:	\$ 3,200
Budget to Proposed	35.4% <span style="color: red;">△</span>	Projected to Proposed	103.1% <span style="color: red;">△</span>

This is the annual membership/user fee required to participate in the area-wide, one-call, utility-locate service, which for this area of the State is called JULIE. The annual fee calculation is based on the number of locate requests received the prior year. Nicor completed work in and around the community in calendar year 2018. This work resulted in a large increase in JULIE locates, which was reflected in the 2019 billing cycle. Core sampling for the 2020 enhanced resurfacing program will result in an increase in fees for FY20/21.

**60-53-6-601 Postage \$ 17,000**

FY17/18 Actual:	\$ 16,973	FY18/19 Actual:	\$ 17,194
FY19/20 Budget:	\$ 18,000	FY19/20 Projected:	\$ 16,800
Budget to Proposed	-5.6% <span style="color: green;">▽</span>	Projected to Proposed	1.2% <span style="color: red;">△</span>

Postage costs for the Utility Fund include mailing of monthly water and sewer bills by the Finance Department, mailing to residents for Utility Fund projects, and shipping charges for mailing of water samples each month.

**60-53-6-604 Education Programs \$ 500**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 500	FY19/20 Projected:	\$ 100
Budget to Proposed	0.0%	Projected to Proposed	400.0% <span style="color: red;">△</span>

This line item is utilized to support efforts to promote water conservation and to provide the funding for the implementation of education programs related to source water, water conservation, and wastewater treatment.

**60-53-6-606 Supplies \$ 1,500**

FY17/18 Actual:	\$ 883	FY18/19 Actual:	\$ 1,525
FY19/20 Budget:	\$ 1,500	FY19/20 Projected:	\$ 700
Budget to Proposed	0.0%	Projected to Proposed	114.3% <span style="color: red;">△</span>

Typical charges include general office supplies used by utility employees such as paper, pens, notebooks, binders, file folders, computer supplies, etc. Additional expenditures incurred within this line item are for the purchase of supplies for the celebration of National Public Works Week.

**60-53-8-931 Interest Expense (2008) \$ 0**

FY17/18 Actual:	\$ 10,925	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Annual interest costs on the outstanding 2008 Alternate Revenue Bonds are funded by this account. This payment was accounted for within the Water & Sewer CIP Fund, Account #61-00-8-931 in FY18/19. This bond issuance was fully repaid and retired in FY18/19.

**60-53-8-932 Interest Expense (2016) \$ 0**

FY17/18 Actual:	\$ 73,600	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This bond payment was moved to the Water & Sewer CIP Fund, Account #61-00-8-932, in FY18/19.

**60-53-8-517 Bond Fees \$ 0**

FY17/18 Actual:	\$ 1,590	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Bond fees were moved to the Water & Sewer CIP Fund, Account #61-00-8-517 in FY18/19.

**60-53-8-901 Bond Principal (2008) \$ 0**

FY17/18 Actual:	\$ 165,000	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

The City issued \$3.4 million in Alternate Revenue Bonds in FY08/09 to finance the modernization/renovation of the First Street Water Treatment Plant. This project re-outfitted the facility with new modern equipment that not only improved the overall treatment process, but also allowed for the simultaneous treatment of all three wells that service this facility. This bond was partially refunded by the Series 2016 Bond. This payment was accounted for within the Water & Sewer CIP Fund, Account #61-00-8-901, in FY18/19. This bond issuance was fully repaid and retired in FY18/19.



Annual Budget  
FY20/21

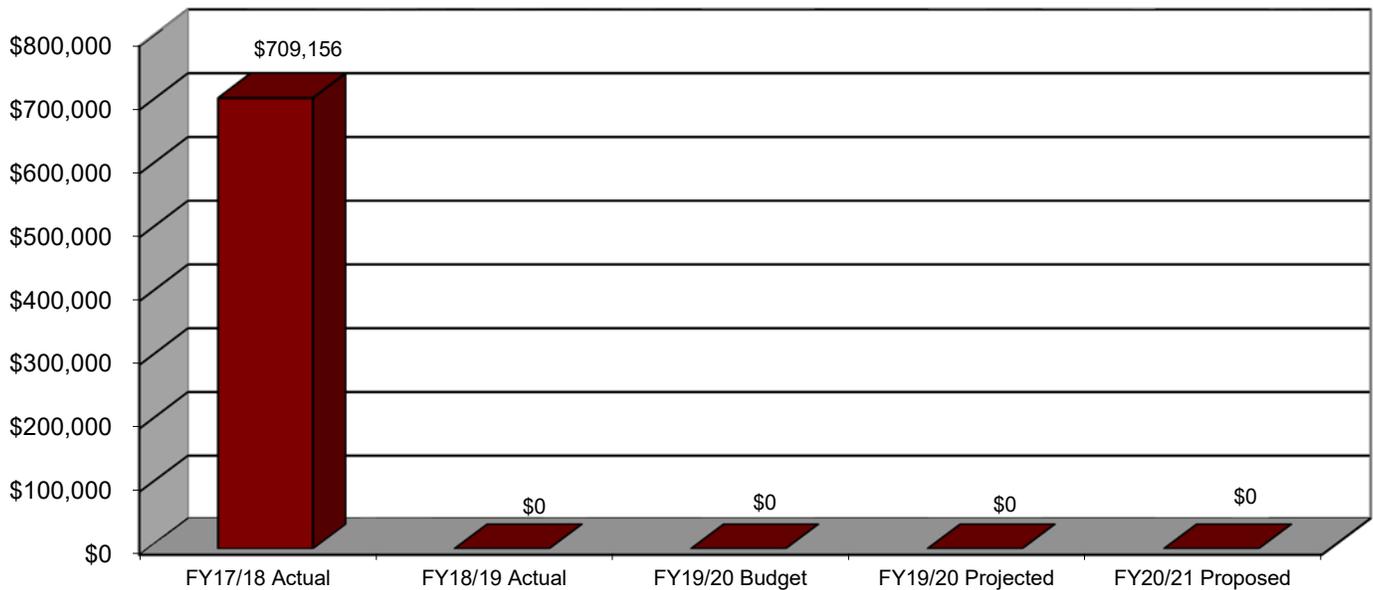
# Water & Sewer CIP

## Water & Sewer Fund – Capital Improvement

Prior to FY18/19, water & sewer capital improvement expenses were recorded in the Capital Improvement budget contained within the Water & Sewer Fund. With the creation of the City's 10 year CIP document, a Water & Sewer CIP fund has been created. By creating this new Fund, the City is better able to plan for future CIP projects. Projects previously reported within this Fund were transferred to the newly-established, separate, Water and Sewer CIP Fund to segregate and identify the resources specifically available for capital improvements, versus the former approach which blended the capital improvement needs with operations.



### BUDGET COMPARISON



**Water & Sewer Utility-Expenses**

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
<b>CAPITAL IMPROVEMENT</b>						
<b>CAPITAL OUTLAY</b>						
60-54-7-713	DPW Facility Expansion and Maintenance	\$ 13,324	\$ -	\$ -	\$ -	\$ -
60-54-7-771	Water Tower Maintenance	53,000	-	-	-	-
60-54-7-772	Well Maintenance & Improvement	135,585	-	-	-	-
60-54-7-775	Water Meter Replacement Program	166,756	-	-	-	-
60-54-7-778	Water Treatment Plant Maintenance	216,892	-	-	-	-
60-54-7-779	Wastewater Treatment Plant Maintenance	55,350	-	-	-	-
60-54-7-784	Motor Pool	32,843	-	-	-	-
60-54-7-785	I & I Improvements	5,000	-	-	-	-
60-54-7-788	Lift Station Maintenance	30,406	-	-	-	-
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 709,156</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL CAPITAL IMPROVEMENT DIVISION EXPENSES</b>		<b>\$ 709,156</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Water & Sewer CIP Fund Line Item Descriptions**

**60-54-7-713 DPW Facility Expansion and Maintenance \$ 0**

FY17/18 Actual:	\$ 13,324	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Funds within this line item are used for improvements to the Public Works Facility. Because some water & sewer activity is administered through and housed within this facility, 33% of all expenditures have historically been paid through the Utility Fund. In FY17/18, offices within the administration area of the facility were expanded from three (3) to four (4) without the need to add square footage. In addition, the floors and walls within the mechanics area were resurfaced and improved. In the fall of 2017, the roof began to leak and an inspection revealed failures at flashings and parapet walls. Roof work was completed in FY17/18.

**60-54-7-771 Water Tower Maintenance \$ 0**

FY17/18 Actual:	\$ 53,000	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Water tower maintenance is typically performed during the fall or early winter months when water demand is low and the tanks can be removed from service. In FY17/18, work that was identified in a 2015 inspection report on the Lake Avenue tower was completed. Also in FY17/18, the exterior of the ground storage reservoir at the Seminary Avenue Facility was cleaned.

Funding for water tower maintenance was transferred to the Water & Sewer CIP Fund, line item 61-00-7-701 beginning in FY18/19.

**60-54-7-772 Well Maintenance & Improvement \$ 0**

FY17/18 Actual:	\$ 135,585	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

To prevent premature failure of the wells and their components, each of the City’s water supply wells are placed on a six-year preventive-maintenance schedule for inspection, service, and repair. Preventive maintenance was scheduled and successfully completed on Well #7 in FY17/18. However, a hole developed in the pitless adapter on Well #10 in the fall of 2017. It was repaired, but it began leaking again. In order to install a new pitless adapter, the well had to be pulled. The City took the opportunity to inspect the well and make recommended improvements before reinstallation.

Well #11, tributary to the Seminary Avenue Water Treatment Plant was scheduled for preventive maintenance in FY18/19. Funding for well maintenance & improvement was transferred to the Water & Sewer CIP Fund, line item 61-00-7-702 beginning in FY18/19.

**60-54-7-775 Water Meter Replacement Program \$ 0**

FY17/18 Actual:	\$ 166,756	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This program is intended to replace old and outdated water meters with new ones utilizing “drive-by” radio-read technology. The administration of this program improves the accuracy in recording the amount of water used by a customer, will improve the efficiency of meter reading operations, reduce time needed to read meters, and eliminate the need to enter a building to obtain a meter reading. This accelerated replacement of water meters annually will allow the City an opportunity to cut in half the number of employees assigned to the task of reading water meters. As more meters get replaced, the City should realize an increase in revenue from water sales because as the meters get older, they slow down and do not account for all the water moving through them. This accuracy should have a positive effect on the City's water-billed vs. water-lost ratio. New meter technology also has the capability of storing daily use data over the billing cycle to help the City diffuse billing disputes.

The annual amount of funding that is requested will go toward the purchase of approximately 650 water meters. Funding for the water meter replacement program was transferred to the Water & Sewer CIP Fund, line item 61-00-7-704 beginning in FY18/19.

**60-54-7-778 Water Treatment Plant Maintenance \$ 0**

FY17/18 Actual:	\$ 216,892	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Three years ago, one of the softeners at the Seminary Avenue Plant failed and needed to be rehabilitated. A second softener was rehabilitated in FY16/17. Funds in FY17/18 were used to complete the rehabilitation of the remaining two (2) softening units at the Seminary Avenue Water Treatment Plant. In addition, funds were used to purchase and install telemetry equipment so that the City is not dependent upon leased lines from AT&T. This project is expected to pay for itself over a relatively short period of time.

Funding for water treatment plant maintenance was transferred to the Water & Sewer CIP Fund, line item 61-00-7-705 beginning in FY18/19.

**60-54-7-779 Wastewater Treatment Plant Maintenance \$ 0**

FY17/18 Actual:	\$ 55,350	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Funded projects in FY17/18 included the purchase of safety railings, and a new sunmersible pump. Two unfunded projects were also funded through this line item in FY17/18. They were a grinder for the Tappan lift station and a pump for the Olson Park lift station.

Funding for wastewater treatment plant maintenance was transferred to the Water & Sewer CIP Fund, line item 61-00-7-706 beginning in FY18/19.

**60-54-7-784 Motor Pool \$ 0**

FY17/18 Actual:	\$ 32,843	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

In FY17/18, a pickup truck assigned to the Water Treatment Division was replaced and the new unit was converted to burn propane as well as gasoline.

Funding for motor pool was transferred to the Water & Sewer CIP Fund, line item 61-00-7-708 beginning in FY18/19.

**60-54-7-785 I & I Improvements****\$ 0**

FY17/18 Actual:	\$ 5,000	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

In 2007, the City Council approved and implemented a program that reimburses or shares the cost of the installation of an overhead sewer or approved backflow device in the home of those property owners who experience a sanitary sewer backup following periods of heavy rainfall.

Funding for I & I improvements was transferred to the Water & Sewer CIP Fund, line item 61-00-7-709 beginning in FY18/19.

**60-54-7-788 Lift Station Maintenance****\$ 0**

FY17/18 Actual:	\$ 30,406	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

The City currently has 20 sanitary sewer lift stations that are an essential part of the sewer system. Any failure of these pumping stations, even for short periods of time, can result in a sewer backup with potential personal property damage.

Funding for lift station improvements was transferred to the Water & Sewer CIP Fund, line item 61-00-7-710 beginning in FY18/19.



Annual Budget  
FY20/21

# **Water & Sewer CIP Fund**

## Water & Sewer CIP Fund

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Prior to FY18/19, water & sewer capital improvement expenses were recorded in the Capital Improvement budget contained within the Water & Sewer Fund. With the creation of the City's new 10 year CIP document, this standalone Water and Sewer CIP Fund has been created. By creating this Fund, the City is better able to plan for future CIP projects. This Fund will be financed by a transfer from the Water and Sewer Fund.



The proposed Water and Sewer CIP Fund budget represents an important and critical appropriation if the City is to continue to provide reliable service to our utility customers. Unless the City also invests money each year in capital improvement projects, the reliability and quality of service will cease or decrease over time. Capital maintenance and replacement costs cannot be eliminated; in some, but not all cases, they can be deferred. If they can be deferred, the problems, breakdowns, and expenses tend to accumulate and worsen with time.

As a result of the City's emphasis on CIP improvements and the commitment of adequate funds, the City has been able to control and even reduce daily operating expenses and meet all compliance standards. Furthermore, there is a direct correlation between the City's investment in CIP projects, with the responsible control of operating expenses, and the resulting ability to provide reliable service to our customers every day of the year. Therefore, the accompanying budget (along with the Water and Sewer Capacity CIP budget) represents an important and critical cost for the proper operation and long-term maintenance of the City's utility infrastructure.

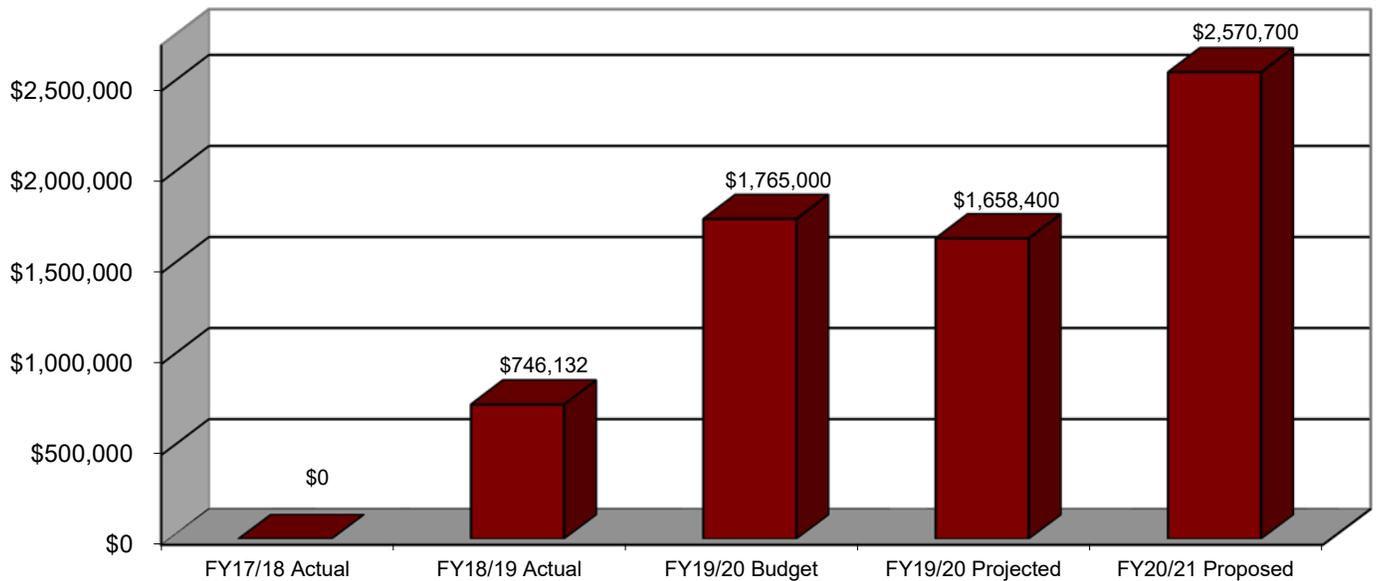
### FY19/20 Accomplishments

- A 15-year old pickup truck assigned to the Sewer & Water Maintenance Division was replaced in addition to an eleven-year old sewer rodding/vacuum truck.
- Funds were used to line a portion of the sanitary sewer collection system tributary to the Southside Wastewater Treatment Plant so that storm water is not taking up sanitary sewer and treatment plant capacity.
- The City let a contract for the replacement of approximately 600 lineal feet of water main at the western City limits of Washington Street. That project was started in the spring of 2020, but was not completed until sometime after April 30<sup>th</sup>.
- Old and outdated water meters were replaced with radio-read technology.
- Continued the cost-sharing program for I/I reduction.
- Replaced and repaired sanitary sewer lift station pumps as needed. A new pump station monitoring system was installed at the Irving Avenue lift station.
- Planned, scheduled, and completed annual maintenance and capital improvements necessary for the reliable and efficient operation of all aspects of the City's utility systems.
- Purchased and installed safety railings at the Northside WWTP.
- Awarded a contract for design engineering as it relates to water and sanitary sewer relocation ahead of Illinois Rt. 47 improvements between US Rt. 14 and IL Rt. 120.

**FY20/21 Goals and Objectives**

- Construction of two underground brine tanks at the First Street Water Treatment Plant will take place in this fiscal year.
- Continue with the replacement of old water meters in an effort to convert all meters to radio read.
- The City will continue the cost-sharing program for I/I reduction.
- In the spring of 2021, water and sewer improvements related to the construction of the South/Lake/Madison Roundabout will be initiated.
- Funds were appropriated to make a significant repair to the flat roof at the First Street Water Treatment Plant. Framing and roof deck members have deteriorated over time despite the fact that the roof is not currently leaking.
- Two pickup trucks serving the Sewer & Water Maintenance Division will be replaced. The existing vehicles are more than fourteen (14) years old.
- Routine cleaning, spot repair, general interior and exterior tank inspection of the Hill Street Water Tower will be completed by a contractor.

**BUDGET COMPARISON**



## Water & Sewer CIP Fund

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
Beginning Fund Balance					\$ 408,300	\$ 306,000
<b>REVENUES</b>						
<b>OTHER</b>						
61-00-5-381	Interest Income	\$ -	\$ 2,960	\$ 6,000	\$ 6,100	\$ 4,000
61-00-5-383	Loan Proceeds	-	-	375,000	375,000	1,185,000
<b>TOTAL OTHER</b>		<b>\$ -</b>	<b>\$ 2,960</b>	<b>\$ 381,000</b>	<b>\$ 381,100</b>	<b>\$ 1,189,000</b>
<b>TOTAL REVENUES (BEFORE TRANSFERS)</b>		<b>\$ -</b>	<b>\$ 2,960</b>	<b>\$ 381,000</b>	<b>\$ 381,100</b>	<b>\$ 1,189,000</b>
<b>TRANSFERS (TO)/FROM OTHER FUNDS</b>						
61-00-9-961	Transfer from Water & Sewer Fund	\$ -	\$ 1,152,000	\$ 1,175,000	\$ 1,175,000	\$ 1,308,900
<b>TOTAL TRANSFERS (TO)/FROM OTHER FUNDS</b>		<b>\$ -</b>	<b>\$ 1,152,000</b>	<b>\$ 1,175,000</b>	<b>\$ 1,175,000</b>	<b>\$ 1,308,900</b>
<b>TOTAL REVENUES (AFTER TRANSFERS)</b>		<b>\$ -</b>	<b>\$ 1,154,960</b>	<b>\$ 1,556,000</b>	<b>\$ 1,556,100</b>	<b>\$ 2,497,900</b>
<b>EXPENSES</b>						
<b>CAPITAL OUTLAY</b>						
61-00-7-701	Water Tower Maintenance	\$ -	\$ 7,200	\$ -	\$ -	\$ 30,000
61-00-7-702	Well Maintenance & Improvement	-	58,920	83,000	-	83,000
61-00-7-703	Water Main Replacement & Construction	-	19,150	340,000	391,000	600,000
61-00-7-704	Water Meter Replacement Program	-	159,783	130,000	130,000	80,000
61-00-7-705	Water Treatment Plant Maintenance	-	104,586	155,000	70,000	480,000
61-00-7-706	Wastewater Treatment Plant Maintenance	-	73,199	81,000	51,200	115,000
61-00-7-707	Sanitary Sewer Maintenance	-	-	235,000	235,000	-
61-00-7-708	Utility Fund-Motor Pool	-	-	423,800	444,000	95,000
61-00-7-709	I & I Improvements	-	26,000	18,000	18,000	18,000
61-00-7-710	Lift Station Improvements	-	31,727	50,000	50,000	55,000
61-00-7-711	Sewer Televising Equipment	-	14,875	-	-	-
61-00-7-712	Route 47 Improvements	-	-	-	20,000	175,000
61-00-7-713	South/Lake/Madison Roundabout	-	-	-	-	585,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ -</b>	<b>\$ 495,440</b>	<b>\$ 1,515,800</b>	<b>\$ 1,409,200</b>	<b>\$ 2,316,000</b>
<b>INTEREST</b>						
61-00-8-931	Interest Expense (2008)	\$ -	\$ 6,800	\$ -	\$ -	\$ -
61-00-8-932	Interest Expense (2016)	-	73,600	73,600	73,600	66,600
61-00-8-933	Interest Expense (2020)	-	-	-	-	7,500
<b>TOTAL INTEREST</b>		<b>\$ -</b>	<b>\$ 80,400</b>	<b>\$ 73,600</b>	<b>\$ 73,600</b>	<b>\$ 74,100</b>
<b>OTHER CHARGES</b>						
61-00-8-517	Bond Fees	\$ -	\$ 292	\$ 600	\$ 600	\$ 600
61-00-8-901	Bond Principal (2008)	-	170,000	-	-	-
61-00-8-902	Bond Principal (2016)	-	-	175,000	175,000	180,000
61-00-8-903	Loan Principal (2020)	-	-	-	-	-
<b>TOTAL OTHER CHARGES</b>		<b>\$ -</b>	<b>\$ 170,292</b>	<b>\$ 175,600</b>	<b>\$ 175,600</b>	<b>\$ 180,600</b>
<b>TOTAL WATER &amp; SEWER CIP FUND EXPENSES</b>		<b>\$ -</b>	<b>\$ 746,132</b>	<b>\$ 1,765,000</b>	<b>\$ 1,658,400</b>	<b>\$ 2,570,700</b>
<b>NET INCREASE (DECREASE)</b>		<b>\$ -</b>	<b>\$ 408,828</b>	<b>\$ (209,000)</b>	<b>\$ (102,300)</b>	<b>\$ (72,800)</b>
Ending Fund Balance					\$ 306,000	\$ 233,200

## Water & Sewer CIP Fund Line Item Descriptions

### 61-00-5-381 Interest Income \$ 4,000

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 2,960
FY19/20 Budget:	\$ 6,000	FY19/20 Projected:	\$ 6,100

This amount represents the interest earned on CIP funds invested during the fiscal year.

### 61-00-5-383 Loan Proceeds \$ 1,185,000

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 375,000	FY19/20 Projected:	\$ 375,000

A loan from the Water & Sewer Capacity CIP Fund was facilitated in FY19/20 to replace a 2008 model-year vactor truck. The term of the loan is six years. A second loan will be initiated in FY20/21 for the payment of water and sewer improvements related to the construction of the South/Lake/Madison Roundabout. This loan is anticipated to be paid back in ten years. Both of these projects are time sensitive and cannot be postponed until conventional funding would be available.

### 61-00-9-961 Transfer from Water & Sewer Fund \$ 1,308,900

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 1,152,000
FY19/20 Budget:	\$ 1,175,000	FY19/20 Projected:	\$ 1,175,000

An annual transfer from the Water & Sewer Fund is provided to the Water & Sewer CIP Fund. The Water & Sewer CIP Fund accounts for all Water and Sewer CIP items, with the exception of capacity-related improvements, which would be paid by the Water & Sewer Capacity CIP Fund. The total of the transfer being proposed is based on an estimate determined through a 10-year analysis of future Water & Sewer Fund budget projections.

### 61-00-7-701 Water Tower Maintenance \$ 30,000

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 7,200
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0

Repairs were made to the McConnell Road Elevated Storage Tank in FY18/19. The tank was in need of exterior cleaning followed by spot repair and re-coating of the repaired areas. In FY20/21 routine cleaning, spot repairs and general interior and exterior inspections on the Hill Street Water Tower and the Seminary Avenue Ground Storage Tank will be completed by a contractor.



**61-00-7-702 Well Maintenance & Improvement****\$ 83,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 58,920
FY19/20 Budget:	\$ 83,000	FY19/20 Projected:	\$ 0

To prevent premature failure of the wells and their components, each of the City’s water supply wells are placed on a six-year preventive-maintenance schedule for inspection, service, and repair. Well #11, tributary to the Seminary Avenue Water Treatment Plant was pulled for preventive maintenance in FY18/19.

FY19/20 is the year that Well #10 was scheduled to be pulled for preventive maintenance; however, it was pulled in FY17/18 on an emergency basis to replace the pitless adapter and preventive maintenance was performed at that time. Funds were requested in FY19/20 for use in the event an unanticipated failure were to occur; however, no expenditures were necessary. In FY20/21, well #12 is scheduled to be pulled for preventive maintenance.

**61-00-7-703 Water Main Replacement & Construction****\$ 600,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 19,150
FY19/20 Budget:	\$ 340,000	FY19/20 Projected:	\$ 391,000



Currently the City’s water distribution system is well maintained and provides more than adequate service to our customers for daily demand, peak demand, and most fire-flow services. As with any infrastructure of this size (approximately 110 miles of water main and approximately 1,000 fire hydrants) and age (some of the City’s water mains are now approaching 100 years of service), there is a constant need for maintenance, repair, and replacement. This proposed maintenance program is based on problems reported by our water customers, observations and recommendations from the employees who have the responsibility to provide daily service, and recommendations from the 2019 Water System Master Plan.

Funds in FY19/20 were used to construct and permit the replacement of a section of water main on Washington Street northwest of Cairns Court. As a result, the FY19/20 Projected figure includes costs for Phase 2 engineering, Phase 3 engineering and 2/3 of the final construction cost. This section of water main has experienced multiple breaks and repairs; therefore, it was recommended for replacement.

This project consists of replacing the existing water main along Washington Street, while simultaneously extending the existing water main on Pleasant Street to interconnect or “loop” with the dead-end main on Washington Street. Even though bids for this work exceeded the engineers estimate, the City Council approved a contract with H Linden & Sons to complete construction. Since it is likely that construction will carry over into FY20/21, approximately 1/3 of the construction costs will be paid out in that fiscal year.

In FY20/21, a portion of the requested funds (\$150,000) will be used for final payout of the Washington Street Water Main replacement.

Both of the City's water treatment facilities are located north of the railroad tracks. There are six locations where the City's water main crosses under the railroad tracks providing pressure and flow to those residents located south of the tracks. One of those connections broke almost one year ago. The 12 inch main had buckled breaking the storm sewer above it. The water main was disconnected and capped on both sides of the tracks until the situation could be analyzed. It just so happened that when the break occurred, the City was already in the process of completing computer modeling of its water system. This computer model determines the impact of the City's water mains if they are removed, installed, upsized, reconnected, etc.

Based upon the water model, this broken line should be replaced. Its reconnection benefits fire flow and water quality. This work will require a permit and coordination from the Union Pacific Railroad and the City should take this opportunity to determine where the new main should be installed so that in the end, the Public Works property is clear for development (without a water main running through the middle of the property). Funds are requested to reconnect the water main that runs under the railroad tracks near the intersection of First Street and Railroad Street. Design, permitting, and construction (estimate \$375,000) will be completed in FY20/21.

The previous mentioned water modeling provides information that will help make the City's distribution more effective, efficient, and safe. The Water Master Plan recommends some water main interconnections that are supported by the water model. Funding (\$40,000) is requested to complete four (4) water main interconnects in FY20/21.

The water model is only as good as the information that is contained in it. Funding (\$10,000) is requested in FY20/21 to keep the water system up to date through the input of data and to pay consultants to respond to residents, contractors, and developers inquiries as it relates to flow and pressure in the City's distribution system.

Also in FY20/21 funds are requested to purchase auto-flushers that will be used to keep water in the distribution system fresh. The Illinois EPA has raised the minimum residual chlorine concentration in the distribution system from 0.2 to 0.5mg/l. At dead ends and in areas where there is little flow, an auto flushing device may need to be installed in order to meet this minimum concentration. The only other option would be to loop the main so that the water remains in motion within the main lines. Funds (\$25,000) are requested to purchase at least five (5) auto flushers.

**61-00-7-704 Water Meter Replacement Program**

**\$ 80,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 159,783
FY19/20 Budget:	\$ 130,000	FY19/20 Projected:	\$ 130,000

The purpose of this program is to replace old and outdated water meters. Prior to beginning this meter conversion, two employees spent two weeks every month reading water meters for billing purposes. Because 92% of the meters have already been replaced with the radio-read type, only one employee is reading meters at this time and the other employee is now assisting in other areas within the division. When 100% of the meters are replaced, it is expected that one employee will have all the meters read in a period not longer than 7 days. As more meters get replaced using the current radio-read technology, the City should realize an increase in revenue from water sales, because as meters age, they slow down and do not properly measure the customers' water usage. New meter technology also has the capability of storing daily use data over the billing cycle to help the City diffuse billing disputes.

Funds in this line item are used for the purchase of new "radio read" water meters for installation where old outdated water meters exist. These new meters bring greater efficiency to the water system because the meters are more accurate, improving the efficiency of meter-reading operations, reducing the time needed to read meters, and the elimination of the need to enter a building to obtain a meter reading.



To date approximately 8,000 of the water meters in the City of Woodstock (includes both new and existing accounts) have been converted to the new "drive by" system. In FY20/21 approximately 400 meters will be replaced utilizing city staff. After FY20/21 nearly all of the City's customers will have their water meter replaced with the radio-

read feature.

**61-00-7-705 Water Treatment Plant Maintenance**

**\$ 480,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 104,586
FY19/20 Budget:	\$ 155,000	FY19/20 Projected:	\$ 70,000



Four projects were paid out of this line item in FY18/19. The first project involved the rehabilitation of Softener #1 at the Seminary Avenue Plant. This project was scheduled for FY17/18, but it was not completed until after May 1, 2018 creating expenditures in FY18/19. The second expense involved the purchase of spare equipment related to the new water treatment control system, which was converted in FY17/18. Other expenditures included the partial resurfacing of existing asphalt in the rear of the Seminary Avenue Water Treatment facility and the reconstruction of concrete curbs around the brine tanks at the Seminary

Avenue Plant.

With the purchase of the Woodstock Station property in 2020, Consultants will design, permit, and construct new underground brine tanks at the First Street Water Treatment Plant. In FY20/21 the tanks will be constructed and placed into service.

The buildup of sediment originating from the drinking water wells occurs naturally in most water treatment systems. Over time, this sediment builds up and will eventually break through to other stages of the treatment processes such as iron removal and softening. As a result, excess sediment plugs filters and softeners, impacting both the quantity and quality of the water produced. There are reaction basins at both the Seminary Avenue and First Street water treatment facilities. They were last cleaned in 2010. Staff has plans to hire a diver to clean the tanks while they are in service, ensuring optimal water quality and preventing premature plugging of vital components throughout the treatment process.

**Design of Lake Avenue water Booster Station (\$50,000):** Woodstock’s water system operates under four separate pressure zones to provide a consistent level of service. As the community grows, newly annexed properties may extend beyond the service area or the difference in elevation may require additional facilities to boost or reduce system pressure. The existing infrastructure along Lake Avenue and Route 14, extending to Doty Road, meet all IEPA requirements and standards; however, pressure and flow are less than desirable when compared to the rest of the system. To better serve existing customers and prepare for new growth, it is recommended that a water booster station be constructed at or near the base of the Lake Avenue water tower. Once in place, this booster station will increase the normal operating pressure for those customers downstream of the water tower. A preliminary design for a new booster station is already complete. Funds requested in FY20/21 will be used to update those plans and specifications using current technology along with an evaluation of the timing and need for this improvement.

**61-00-7-706 Wastewater Treatment Plant Maintenance \$ 115,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 73,199
FY19/20 Budget:	\$ 81,000	FY19/20 Projected:	\$ 51,200



Funds requested for Wastewater Treatment Plant Maintenance in FY18/19 included the purchase of 660 lineal feet of safety railings, sluice gates, a sewage pump, and an influent grinder. All equipment purchased was installed by plant operators.

In FY19/20, 532 additional footage of safety railing was purchased in addition to a replacement grinder for installation at the headworks of the Northside Wastewater Treatment Plant.

If approved, funds requested in FY20/21 will be used to repave some of the drive and parking lot at the northside plant and to purchase programmable logic

controllers (PLCs) that are 15-20 years old and are not fully supported by the manufacturer any longer.

<b>61-00-7-707 Sanitary Sewer Maintenance</b>				<b>\$ 0</b>
FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0	
FY19/20 Budget:	\$ 235,000	FY19/20 Projected:	\$ 235,000	

A 21-inch trunk sewer tributary to the southside wastewater treatment plant was built in an area that is subject to flooding and there are poor soils in this general location. The storm water that is entering the sanitary sewer system is taking up capacity at the treatment plant and if the infiltration continues, these funds may have to go toward a plant expansion to treat groundwater. In FY19/20, lining of the trunk sewer tributary to the south plant was completed.

<b>61-00-7-708 Utility Fund-Motor Pool</b>				<b>\$ 95,000</b>
FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0	
FY19/20 Budget:	\$ 423,800	FY19/20 Projected:	\$ 444,000	

The FY18/19 budget included \$50,000 for the replacement of a 2003 Chevy Silverado 2500 with a service body. Because of the service body, it was recommended for the truck to include dual rear wheels. This evaluation took longer than was originally anticipated. As a result, the vehicle was not delivered until sometime in FY19/20. Funds to pay for the vehicle upon arrival were carried over into FY19/20.

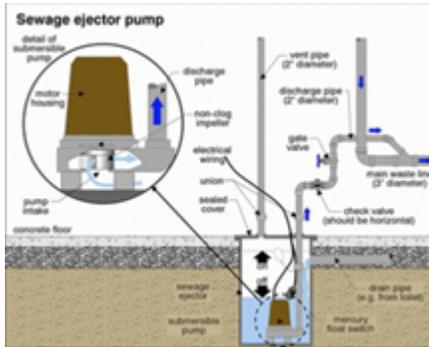


Funds in FY19/20 also paid for a new Vactor Truck, replacing a 2008 model year. After delivery, the 2008 truck will be reassigned to the Street Division for use in maintaining storm sewers. The Street Division unit which is more than twenty-two years old was declared surplus and sold to the highest bidder. Funds in FY20/21 are requested to replace two pickup trucks serving the Sewer & Water Maintenance Division. These vehicles are 14 and 15 years old at the time of replacement.

61-00-7-709 I & I Improvements

\$ 18,000

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 26,000
FY19/20 Budget:	\$ 18,000	FY19/20 Projected:	\$ 18,000



In 2007, the City Council approved and implemented a program that reimburses or shares the cost of the installation of an overhead sewer or approved backflow device in the home of those property owners who experience a sanitary sewer backup following periods of heavy rainfall. 2018 was one of the wettest years on record. The City experienced multiple rain events consisting of high intensity and/or

long duration. In many cases, the sanitary sewer system became overloaded and a number of homes had sanitary sewer backups in their basements or crawl spaces. In an effort to provide relief to those homes affected, the City offers a program whereby eligible participants can receive a maximum of \$2,000 toward the installation of sanitary sewer backup control measures on private property.

Reimbursement costs are limited to plumbing improvements that prevent reoccurring sanitary sewer backups in homes after heavy rain and does NOT include payment for damages that might have resulted from the sanitary sewer backup. This program is popular in times when wet weather events prevail. In FY18/19, thirteen property owners received assistance through this program. The number of requests submitted for this program is higher when the community experiences wet weather. Funds are requested to continue this popular cost-sharing program each fiscal year.

61-00-7-710 Lift Station Improvements

\$ 55,000

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 31,727
FY19/20 Budget:	\$ 50,000	FY19/20 Projected:	\$ 50,000



Funds were appropriated in FY18/19 to repair the floor, piping, and rail system at the submersible Westwood Lakes Estates lift station. This station was installed in the 1970s, and had slowly settled to a point where the pumps did not sit flat on the floor and the legs of the pump had to be modified in order for the pump to sit in the correct position so that the discharge flanges lined up.

This line item is a break/fix account to pay for the replacement or repair of lift station pumps. There are twenty-one pump stations within the City's sanitary sewer collection system. The pumps within the stations are in service 24/7. In FY18/19, at least five pumps had to be rebuilt or replaced.

In FY19/20, expenditures included various pump repairs/replacements, the installation of a new traffic box at the Irving Avenue lift station and the installation

of a new monitoring and alarm system at that same facility. Funds in FY20/21 will be used to replace the control panel and monitoring system at the Prairie View lift station and for unanticipated pump repair/replacement.

**61-00-7-711 Sewer Televising Equipment \$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 14,875
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0

For more than a few years now, the City has cleaned and inspected sanitary and storm sewer pipes beneath streets that are to be resurfaced. The inspection part of this process requires televising equipment, which comes in several different styles. There are three styles that Public Works demonstrated in 2018. In the end, two styles were purchased; one that is mounted on a pole so it can be physically lowered into a manhole providing a picture and/ or video looking into the end of a pipe and a jet scan, which attaches to the end of the hose used for rodding sewers.



**61-00-7-712 Route 47 Improvements \$ 175,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 20,000

City staff met with the Illinois Department of Transportation (IDOT) in November 2019 to discuss improvements to IL Rt. 47 from US Rt. 14 to IL Rt. 120. This \$57.0 million project is funded at the State level and the City will be tasked with identifying and designing the relocation of sewer and water mains so that they are outside of the new driving lanes and confirmed to be appropriately located in the state right-of-way. Funds will be used to help engineer and plan for these utility relocation improvements in both FY19/20 and FY20/21. IDOT has requested that the City create plans for the relocation of utilities not later than June, 2020 so that the information can be included in final construction plans & specifications. A contract has been approved with HR Green for this work.

**61-00-7-713 South/ Lake/ Madison Roundabout \$ 585,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0

The proposed roundabout is in phase 2 with the acquisition of land for both permanent and temporary construction easements underway. At the present time, three of the six parcels to be acquired are complete. The City is hopeful that land acquisition certification would be completed by early winter 2020 resulting in a March 2021 construction letting. The McHenry County Council of Mayors call for STP projects opens back up in January 2020. The City plans to resubmit this project for programming resulting in the possibility of receiving a maximum of 1.5 million dollars of federal aid in constructing this intersection improvement. No project costs associated with water main or sanitary sewer replacement or relocation were expended in FY19/20.

**61-00-8-931 Interest Expense (2008) \$ 0**

FY17/18 Actual: \$ 0 FY18/19 Actual: \$ 6,800  
 FY19/20 Budget: \$ 0 FY19/20 Projected: \$ 0

Annual interest costs on the outstanding 2008 Alternate Revenue Bonds are funded by this account. This bond issuance was fully repaid and retired in FY18/19. For a further description of this bond issuance, see line item 61-00-8-901.

**61-00-8-932 Interest Expense (2016) \$ 66,600**

FY17/18 Actual: \$ 0 FY18/19 Actual: \$ 73,600  
 FY19/20 Budget: \$ 73,600 FY19/20 Projected: \$ 73,600

Annual interest costs on the outstanding 2016 Alternate Revenue Bonds are funded by this account. For a further description of this bond issuance, see line item 61-00-8-902. The remaining debt service schedule is provided below:

Payment Date	Principal	Interest	Total	Annual Debt Payment
7/1/2020		\$ 33,300	\$ 33,300	
1/1/2021	\$ 180,000	\$ 33,300	\$ 213,300	\$ 246,600
7/1/2021		\$ 29,700	\$ 29,700	
1/1/2022	\$ 190,000	\$ 29,700	\$ 219,700	\$ 249,400
7/1/2022		\$ 25,900	\$ 25,900	
1/1/2023	\$ 195,000	\$ 25,900	\$ 220,900	\$ 246,800
7/1/2023		\$ 22,000	\$ 22,000	
1/1/2024	\$ 205,000	\$ 22,000	\$ 227,000	\$ 249,000
7/1/2024		\$ 17,900	\$ 17,900	
1/1/2025	\$ 210,000	\$ 17,900	\$ 227,900	\$ 245,800
7/1/2025		\$ 13,700	\$ 13,700	
1/1/2026	\$ 220,000	\$ 13,700	\$ 233,700	\$ 247,400
7/1/2026		\$ 9,300	\$ 9,300	
1/1/2027	\$ 230,000	\$ 9,300	\$ 239,300	\$ 248,600
7/1/2027		\$ 4,700	\$ 4,700	
1/1/2028	\$ 235,000	\$ 4,700	\$ 239,700	\$ 244,400

**61-00-8-933 Interest Expense (2020) \$ 7,500**

FY17/18 Actual: \$ 0 FY18/19 Actual: \$ 0  
 FY19/20 Budget: \$ 0 FY19/20 Projected: \$ 0

In FY19/20, the Utility Fund received a loan from the Utility Capacity Fund to finance the acquisition of a new Vector Truck. A second loan will be initiated in FY20/21 for the payment of water and sewer improvements related to the construction of the South/Lake/Madison Roundabout. For a further description of these interfund loans, see line item 61-00-8-903.

**61-00-8-517 Bond Fees \$ 600**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 292
FY19/20 Budget:	\$ 600	FY19/20 Projected:	\$ 600



The City is required to pay an annual fee to a Paying Agent that is responsible for insuring that the bondholders receive the City's payment on its outstanding bonds in a timely manner.

**61-00-8-901 Bond Principal (2008) \$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 170,000
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0

The City issued \$3.4 million in Alternate Revenue Bonds in FY08/09 to finance the modernization/renovation of the First Street Water Treatment Plant. This project re-outfitted the facility with new modern equipment that not only improved the overall treatment process, but also allowed for the simultaneous treatment of all three wells that service this facility. This bond was partially refunded by the Series 2016 Bond. This bond issuance was fully repaid and retired in FY18/19.

**61-00-8-902 Bond Principal (2016) \$ 180,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 175,000	FY19/20 Projected:	\$ 175,000

The City issued \$1,840,000 in Alternate Revenue Bonds in FY16/17 to partially refund the Series 2008 bonds. This refunding saved the City \$131,800 in net present value or 6.9%. See line item 61-53-8-932 for the remaining debt service schedule. Principal payments for this debt will be \$175,000 in FY19/20, after the remaining 2008 Bonds have been retired.

**61-00-8-903 Loan Principal (2020) \$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0

A loan from the Water & Sewer Capacity CIP Fund was facilitated in FY19/20 to replace a 2008 model-year Vactor Truck. The term of the loan is six years. No principal payment was included in the first year. The first principal payment for this loan is scheduled to occur in FY21/22.

A second loan will be initiated in FY20/21 for the payment of water and sewer improvements related to the construction of the South/Lake/Madison Roundabout. This loan is anticipated to be paid back in ten years. Both of these projects are time sensitive and cannot be postponed until conventional funding would be available.



Annual Budget  
FY20/21

# Water & Sewer Capacity CIP

## Water & Sewer Capacity CIP Fund

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The City will continue the separation of the City's Water & Sewer – CIP Fund and Capacity – CIP activities during FY20/21. Simply stated, capital improvement projects and capital costs to maintain or upgrade the City's *current* utility infrastructure are to be included within the *Water & Sewer – CIP budget*. On the other hand, capital improvement projects and capital costs that are incurred in order for the City to *increase the capacity* of the utility infrastructure to accommodate new customers and new growth are to be included within this "*Capacity*" CIP budget.



This budget process, and the separation of the CIP projects, fulfills two important goals for the City. First, the City is required to document how it spends any connection fees, and the Capacity – CIP budget provides the necessary documentation as part of the annual budget process. Through the use of this budget process, a complete history is then available for the use of connection fees over a long period of time. Second, if the City wants to achieve the goal of having new development pay for most of the cost associated with increasing the capacity of the utility system, this separate budget is used to isolate, record, and then accumulate these funds over a period of several years.

There is not a need for the City to move forward with construction to increase capacity for either water treatment or wastewater treatment at this time. The Sanitary Sewer Master Plan was updated in 2018 and an update of the Water Master Plan is expected to be completed before the end of April, 2020. These planning documents are used to forecast capacity improvements.

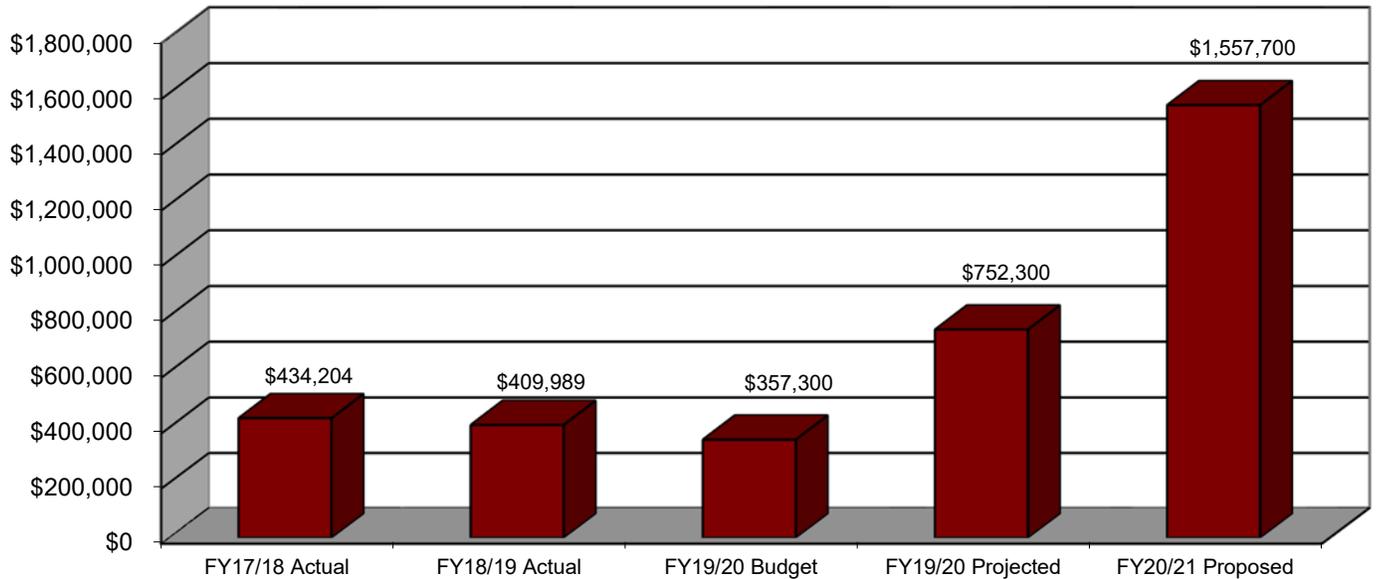
### FY19/20 Accomplishments

- The City provided adequate facilities and capacity for groundwater wells, water treatment, and water storage to meet both the average daily demand and peak day demand for our water customers during FY19/20.
- There were no mandatory water restrictions or bans imposed by the City during FY19/20 as a result of inadequate capacity.
- The City provided adequate capacity at the wastewater treatment plants during FY19/20 to properly treat the average daily flow as well as capacity to meet peak wet weather flow conditions.
- No revenue received directly from water and sewer customers was used to pay the past cost incurred to increase utility capacity.
- The City initiated an update of the 2006 Water Master Plan in 2019 along with the creation of a computerized model of the City's water distribution system. The computer model has already proved to be a valuable tool for existing infrastructure and future development. A draft copy of the plan has been compiled and it is being reviewed by City Staff.
- The Water & Sewer Capacity – CIP Fund provided a loan to the Water & Sewer – CIP Fund for the purchase of a new Vector truck, which will be paid back with interest.

**FY20/21 Goals and Objectives**

- Evaluate water and sewer connection fees to ensure they are adequate to pay most of the cost of increasing the capacity of the City’s water treatment and wastewater treatment facilities.
- Plan, schedule, and complete capacity improvements for the water supply and water treatment facilities to meet the critical utility demands of a growing community.
- Plan, schedule, and complete capacity improvements for the wastewater treatment facilities to meet the critical utility demands of a growing community.
- The City will update its Facilities Planning Report for each of its wastewater treatment facilities in FY20/21. Individual Facility Plans were last updated in 2008. The updated plan will serve as a guide for equipment replacement, evaluate improvements to meet potential future regulations, update projected hydraulic, organic, and solids loading, and forecast improvements needed to expand capacity.
- The Water & Sewer Capacity – CIP Fund will provide a loan to the Water & Sewer – CIP Fund to finance utility relocations and replacements for the construction of a roundabout at the intersection of South/Lake/Madison Streets, which will be paid back with interest.

**BUDGET COMPARISON**



## Water & Sewer Capacity CIP Fund

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
Beginning Fund Balance					\$ 4,244,500	\$ 3,794,600
<b>REVENUES</b>						
<b>SALES OF GOODS AND SERVICES</b>						
62-00-3-376	Connection Fees	\$ 628,725	\$ 930,517	\$ 425,000	\$ 170,000	\$ 200,000
TOTAL SALES OF GOODS AND SERVICES		\$ 628,725	\$ 930,517	\$ 425,000	\$ 170,000	\$ 200,000
<b>OTHER</b>						
62-00-5-381	Interest Income	\$ 66,145	\$ 107,877	\$ 117,500	\$ 132,400	\$ 105,000
TOTAL OTHER		\$ 66,145	\$ 107,877	\$ 117,500	\$ 132,400	\$ 105,000
<b>TOTAL REVENUES</b>		<u>\$ 694,870</u>	<u>\$ 1,038,394</u>	<u>\$ 542,500</u>	<u>\$ 302,400</u>	<u>\$ 305,000</u>
<b>EXPENSES</b>						
<b>CAPITAL OUTLAY</b>						
62-00-7-740	Utility Master Plans	\$ 106,464	\$ 88,621	\$ 40,000	\$ 60,000	\$ 50,000
TOTAL CAPITAL OUTLAY		\$ 106,464	\$ 88,621	\$ 40,000	\$ 60,000	\$ 50,000
<b>INTEREST</b>						
62-00-8-930	Interest Expense (2010D)	\$ 62,740	\$ 41,103	\$ 32,000	\$ 32,000	\$ 22,400
TOTAL INTEREST		\$ 62,740	\$ 41,103	\$ 32,000	\$ 32,000	\$ 22,400
<b>OTHER CHARGES</b>						
62-00-8-517	Bond Fees	\$ -	\$ 265	\$ 300	\$ 300	\$ 300
62-00-8-901	Bond Principal 2010D	265,000	280,000	285,000	285,000	300,000
62-00-8-902	Water & Sewer Loan	-	-	-	375,000	1,185,000
TOTAL OTHER CHARGES		\$ 265,000	\$ 280,265	\$ 285,300	\$ 660,300	\$ 1,485,300
<b>TOTAL WATER &amp; SEWER CAPACITY CIP FUND EXPENSES</b>		\$ 434,204	\$ 409,989	\$ 357,300	\$ 752,300	\$ 1,557,700
<b>NET INCREASE (DECREASE)</b>		\$ 260,666	\$ 628,405	\$ 185,200	\$ (449,900)	\$ (1,252,700)
Ending Fund Balance					\$ 3,794,600	\$ 2,541,900

## Water & Sewer Capacity CIP Fund Line Item Descriptions

### 62-00-3-376 Connection Fees \$ 200,000

FY17/18 Actual:	\$ 628,725	FY18/19 Actual:	\$ 930,517
FY19/20 Budget:	\$ 425,000	FY19/20 Projected:	\$ 170,000
Budget to Proposed	-52.9% ▽	Projected to Proposed	17.6% △

Every new connection made to the City's water and/or sewer system is required to pay a connection fee. Unlike other capital expansion fees collected by the City such as parks, schools, and library, these fees are charged with commercial and industrial permits, as well as residential. This fee is intended to represent the value of providing the current treatment infrastructure already in place that allows the property owner to be able to make the connection. Connection fees have been established in order to provide a means of funding to help maintain the City's current level of service for the utility operation. The costs and fees are based ONLY on capacity cost items (e.g., water treatment plant, wastewater treatment plant, and water storage), and do NOT include any costs associated with normal operations and maintenance, or costs associated with the existing sewer collection and water distribution systems.

### 62-00-5-381 Interest Income \$ 105,000

FY17/18 Actual:	\$ 66,145	FY18/19 Actual:	\$ 107,877
FY19/20 Budget:	\$ 117,500	FY19/20 Projected:	\$ 132,400
Budget to Proposed	-10.6% ▽	Projected to Proposed	-20.7% ▽

Interest earned on cash reserves is included as revenue within this budget.

### 62-00-7-740 Utility Master Plans \$ 50,000

FY17/18 Actual:	\$ 106,464	FY18/19 Actual:	\$ 88,621
FY19/20 Budget:	\$ 40,000	FY19/20 Projected:	\$ 60,000
Budget to Proposed	25.0% △	Projected to Proposed	-16.7% ▽

Additional costs were accrued during the fiscal year, because during the development of the water distribution system model, developers were requesting information about the system pressure and flow based upon new residential units in an area south of US Route 14 and north of Lucas Road. In addition, City staff was inquiring about development in the area north of IL Rt. 120 between Rose Farm Road and Wicker Street. These requests significantly delayed the completion date of the report and model.

The City believes that it will qualify for a ComEd energy grant for improvements at the Northside and Southside Wastewater Treatment Plants. In order to be considered; however, the City would have to have an updated Facilities Planning Report for each of its wastewater treatment facilities. The last Facility Plan was completed in 2008. The updated plan will serve as a guide for equipment replacement, evaluate improvements to meet potential future regulations, update projected hydraulic, organic, and solids loading, and forecast improvements needed to expand capacity. This work will be completed before the end of FY20/21.

**62-00-8-930 Interest Expense-Series 2010D** **\$ 22,400**

FY17/18 Actual:	\$ 62,740	FY18/19 Actual:	\$ 41,103
FY19/20 Budget:	\$ 32,000	FY19/20 Projected:	\$ 32,000
Budget to Proposed	-30.0% ▽	Projected to Proposed	-30.0% ▽

In 2002, the City issued \$4.1 million in Alternate Revenue Bonds to allow for the completion of several improvements that would increase the capacity of the Seminary Avenue Water Treatment Plant. Since this project was initiated to increase the capacity of the system, 100% of the related debt service payment is funded through the connection charges collected from the Utility Capacity – CIP Fund. The original bonds were refunded in 2010, which resulted in reduced interest costs. See line item 62-00-8-901 for the remaining debt service schedule.

**62-00-8-517 Bond Fees** **\$ 300**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 265
FY19/20 Budget:	\$ 300	FY19/20 Projected:	\$ 300
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item is used to provide for the City’s annual costs charged by the paying agent that is responsible for insuring that the bondholders receive the City’s payment on its outstanding bonds.

**62-00-8-901 Bond Principal-Series 2010D** **\$ 300,000**

FY17/18 Actual:	\$ 265,000	FY18/19 Actual:	\$ 280,000
FY19/20 Budget:	\$ 285,000	FY19/20 Projected:	\$ 285,000
Budget to Proposed	5.3% △	Projected to Proposed	5.3% △

Principal related to Bond Series 2010D is paid from this line item. For a further description of this bond issue, see line item 62-00-8-930. The remaining debt service schedule is provided below:

Payment Date	Principal	Interest	Total	Annual Debt Payment
6/1/2020		\$ 11,156	\$ 11,156	
12/1/2020	\$ 300,000	\$ 11,156	\$ 311,156	\$ 322,312
6/1/2021		\$ 5,718	\$ 5,718	
12/1/2021	\$ 305,000	\$ 5,719	\$ 310,719	\$ 316,437

**62-00-8-902 Water & Sewer Loan** **\$ 1,185,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 375,000
Budget to Proposed	N/A	Projected to Proposed	216.0% △

In FY19/20, the Water & Sewer Capacity – CIP Fund provided financing to the Water & Sewer – CIP Fund to purchase a new vector. A loan will be initiated in FY20/21 for the payment of water and sewer improvements related to the construction of the South/Lake/Madison Roundabout. This loan is anticipated to be paid back in ten years.

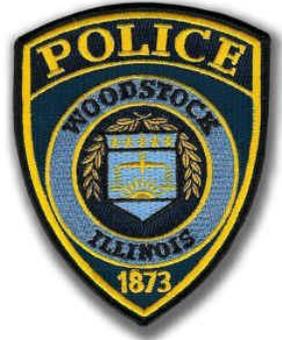


Annual Budget  
FY20/21

# **Police Pension Fund**

## Police Pension Fund

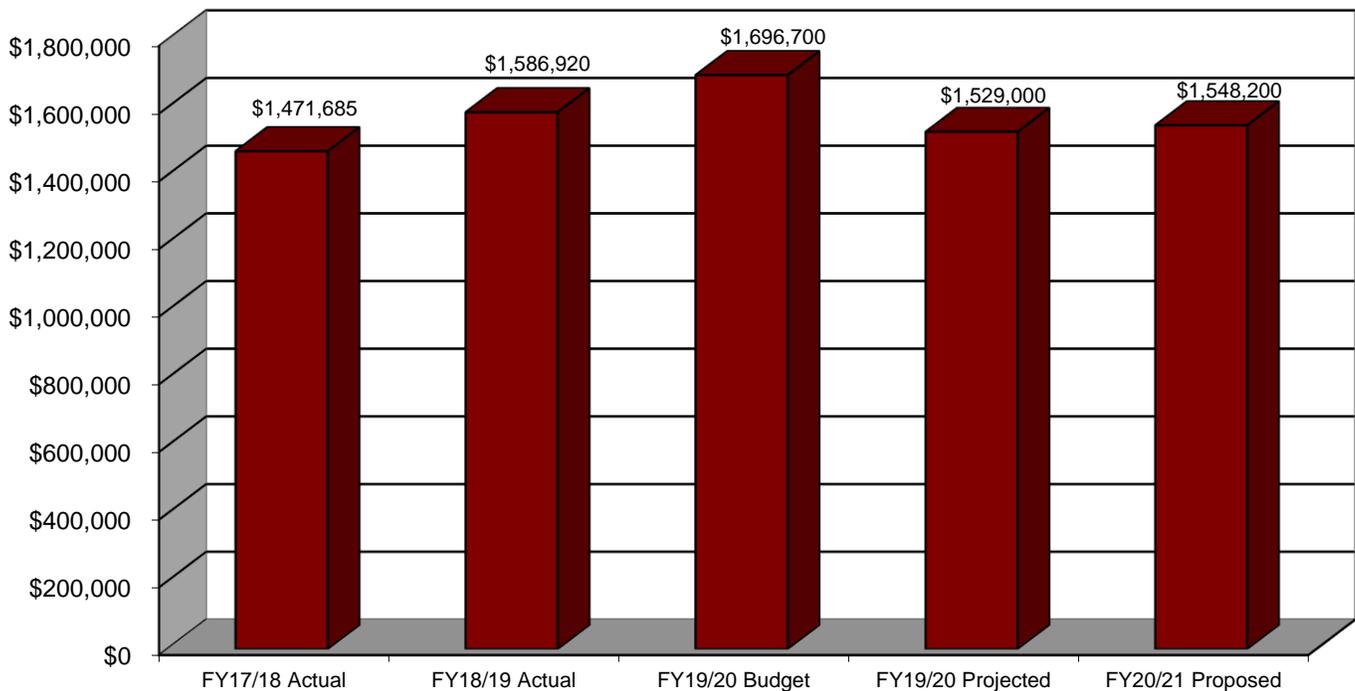
The Police Pension Fund provides for the current and future pension obligations of retired and disabled City of Woodstock law enforcement personnel. The Police Pension Fund was created and is administered as prescribed by Chapter 40 of Illinois Compiled Statutes Act 5, Article 3. The Illinois Department of Insurance (DOI) regulates the Woodstock Police Pension Fund. Pension benefits are defined by State Statute and can only be modified by the State legislature.



### Objectives:

- To provide to the members a secure Fund that can be relied on to pay earned benefits during retirement and periods of disability.
- Achieve a rate of return that exceeds benchmarks established by the Fund.
- Achieve progress toward a 100% funding goal using Entry Age Normal Cost actuarial method.

### BUDGET COMPARISON



## Police Pension Fund

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
Beginning Fund Balance					\$ 22,262,400	\$ 24,373,800
<b>REVENUES</b>						
<b>OTHER</b>						
70-00-5-380	Misc Income	\$ 287	\$ (240)	\$ 300	\$ 200	\$ 300
70-00-5-381	Interest Income	397,455	471,193	500,000	656,000	700,000
70-00-5-382	Capital Gain Distributions	-	-	-	-	-
70-00-5-383	Gain/(Loss) from Investment Sales	822,839	481,075	970,000	1,300,000	1,030,000
70-00-5-386	Employee Contributions	328,649	334,891	330,000	341,000	360,000
70-00-5-387	Credible Service Buyback	-	-	-	-	-
<b>TOTAL OTHER</b>		<b>\$ 1,549,230</b>	<b>\$ 1,286,919</b>	<b>\$ 1,800,300</b>	<b>\$ 2,297,000</b>	<b>\$ 2,090,000</b>
<b>TOTAL REVENUES (BEFORE TRANSFERS)</b>		<b>\$ 1,549,230</b>	<b>\$ 1,286,919</b>	<b>\$ 1,800,300</b>	<b>\$ 2,297,000</b>	<b>\$ 2,090,000</b>
<b>TRANSFERS (TO)/FROM OTHER FUNDS</b>						
70-00-9-903	Transfer from Police Protection	\$ 1,408,018	\$ 1,342,311	\$ 1,348,400	\$ 1,348,400	\$ 1,366,000
70-00-9-995	Transfer to General Corp Fund	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
<b>TOTAL TRANSFERS (TO)/FROM OTHER FUNDS</b>		<b>\$ 1,403,018</b>	<b>\$ 1,337,311</b>	<b>\$ 1,343,400</b>	<b>\$ 1,343,400</b>	<b>\$ 1,361,000</b>
<b>TOTAL REVENUES (AFTER TRANSFERS)</b>		<b>\$ 2,952,248</b>	<b>\$ 2,624,230</b>	<b>\$ 3,143,700</b>	<b>\$ 3,640,400</b>	<b>\$ 3,451,000</b>
<b>EXPENSES</b>						
<b>PERSONAL SERVICES</b>						
70-00-4-452	Travel & Training	\$ -	\$ 1,650	\$ 2,000	\$ 1,600	\$ 2,000
70-00-4-454	Dues & Subscriptions	795	795	900	800	800
<b>TOTAL PERSONAL SERVICES</b>		<b>\$ 795</b>	<b>\$ 2,445</b>	<b>\$ 2,900</b>	<b>\$ 2,400</b>	<b>\$ 2,800</b>
<b>CONTRACTUAL SERVICES</b>						
70-00-5-502	Legal Services	\$ 719	\$ 619	\$ 3,000	\$ 7,700	\$ 5,800
70-00-5-503	Professional Services	-	-	-	1,200	500
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>\$ 719</b>	<b>\$ 619</b>	<b>\$ 3,000</b>	<b>\$ 8,900</b>	<b>\$ 6,300</b>
<b>COMMODITIES</b>						
70-00-6-606	Supplies	\$ -	\$ -	\$ 200	\$ 100	\$ 100
<b>TOTAL COMMODITIES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200</b>	<b>\$ 100</b>	<b>\$ 100</b>
<b>OTHER</b>						
70-00-8-814	Pension & Disability Payments	\$ 1,257,359	\$ 1,301,989	\$ 1,420,000	\$ 1,425,700	\$ -
70-00-8-815	Pension Payments-Retiree	-	-	-	-	1,320,200
70-00-8-816	Pension Payments- Duty Disability	-	-	-	-	55,400
70-00-8-817	Pension Payments- Non Duty	-	-	-	-	41,700
70-00-8-818	Pension Payments-Alt Payee	-	-	-	-	36,300
70-00-8-819	Pension Payments- Surviving Spouse	-	-	-	-	38,400
70-00-8-823	Actuarial Requirements	3,200	4,750	4,500	4,500	4,700
70-00-8-940	Medical Expense/Physical Exams	-	-	-	2,400	-
70-00-8-950	Refund of Contributions	-	4,031	25,000	-	5,000
70-00-8-970	Investment Manager Fees	175,532	237,674	205,000	41,200	33,000
70-00-8-980	Custodial Fee	30,490	31,463	32,000	39,500	-
70-00-8-981	Department of Insurance Filing Fee	3,590	3,949	4,100	4,300	4,300
<b>TOTAL OTHER</b>		<b>\$ 1,470,171</b>	<b>\$ 1,583,856</b>	<b>\$ 1,690,600</b>	<b>\$ 1,517,600</b>	<b>\$ 1,539,000</b>
<b>TOTAL POLICE PENSION FUND EXPENSES</b>		<b>\$ 1,471,685</b>	<b>\$ 1,586,920</b>	<b>\$ 1,696,700</b>	<b>\$ 1,529,000</b>	<b>\$ 1,548,200</b>
<b>NET INCREASE (DECREASE)</b>		<b>\$ 1,480,563</b>	<b>\$ 1,037,310</b>	<b>\$ 1,447,000</b>	<b>\$ 2,111,400</b>	<b>\$ 1,902,800</b>
Ending Fund Balance					\$ 24,373,800	\$ 26,276,600

## Police Pension Fund Line Item Descriptions

### 70-00-5-380 Miscellaneous Income \$ 300

FY17/18 Actual:	\$ 287	FY18/19 Actual:	(\$ 240)
FY19/20 Budget:	\$ 300	FY19/20 Projected:	\$ 200
Budget to Proposed	0.0%	Projected to Proposed	50.0% <span style="color: green;">△</span>

The revenue stream documented in this line item is generated from a number of miscellaneous sources of income received by the Police Pension Fund.

### 70-00-5-381 Interest income \$ 700,000

FY17/18 Actual:	\$ 397,455	FY18/19 Actual:	\$ 471,193
FY19/20 Budget:	\$ 500,000	FY19/20 Projected:	\$ 656,000
Budget to Proposed	40.0% <span style="color: green;">△</span>	Projected to Proposed	6.7% <span style="color: green;">△</span>

In order for the Fund to meet its future commitments, the fund must invest in a prudent manner that is in accordance with Illinois Statutes. To assist the fund with investing its money, the Pension Board has hired a financial advisor. The portion of the earnings attributed to the fixed investments is recorded within this line item.

### 70-00-5-383 Gain/(Loss) From Investment Sales \$ 1,030,000

FY17/18 Actual:	\$ 822,839	FY18/19 Actual:	\$ 481,075
FY19/20 Budget:	\$ 970,000	FY19/20 Projected:	\$ 1,300,000
Budget to Proposed	6.2% <span style="color: green;">△</span>	Projected to Proposed	-20.8% <span style="color: red;">▽</span>

In order for the Fund to meet its future commitments, the Fund must invest in a prudent manner and in accordance with Illinois Statutes. Gains and losses from the sale of the Pension Fund's securities are recorded in this line item. FY18/19 was negatively impacted by a decline in the value of equities (i.e., stocks) contained in the Police Pension portfolio at the end of the fiscal year.

### 70-00-5-386 Employee Contributions \$ 360,000

FY17/18 Actual:	\$ 328,649	FY18/19 Actual:	\$ 334,891
FY19/20 Budget:	\$ 330,000	FY19/20 Projected:	\$ 341,000
Budget to Proposed	9.1% <span style="color: green;">△</span>	Projected to Proposed	5.6% <span style="color: green;">△</span>

Per Article 3 of the Illinois Compiled Statutes, members of the Police Pension Fund are required to contribute 9.91% of their base earnings towards their retirement.

### 70-00-5-387 Credible Service Buyback \$ 0

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Members of the Police Pension Fund have the opportunity to buyback certain types of service. These include prior service in which they have taken a refund, up to two years of military service, and service earned from other Article 3 Pension Funds.

**70-00-9-903 Transfer From Police Protection Fund \$ 1,366,000**

FY17/18 Actual:	\$ 1,408,018	FY18/19 Actual:	\$ 1,342,311
FY19/20 Budget:	\$ 1,348,400	FY19/20 Projected:	\$ 1,348,400
Budget to Proposed	1.3% <span style="color: green;">△</span>	Projected to Proposed	1.3% <span style="color: green;">△</span>

A separate property tax is levied each year to pay for retirement benefits of Police Officers of the City of Woodstock. The amount of this levy is determined by an actuarial valuation that is conducted each year. The proceeds of this tax levy are recorded in the Police Protection Fund and then transferred to the Police Pension Fund. In FY19/20, the City of Woodstock has elected to contribute additional funding above the actuarially-determined amount to the Police Pension Fund.

**70-00-9-995 Transfer (to) General Corporate Fund (\$ 5,000)**

FY17/18 Actual:	(\$ 5,000)	FY18/19 Actual:	(\$ 5,000)
FY19/20 Budget:	(\$ 5,000)	FY19/20 Projected:	(\$ 5,000)
Budget to Proposed	0.0%	Projected to Proposed	0.0%

The Finance Department provides numerous accounting functions for the Police Pension Fund. Some of these functions include recording all transactions of the Fund, assistance in completion of the Fund's annual audit, and preparation of the Fund's annual report required to be filed with the Illinois Department of Insurance, as well as providing benefit payments to retirees.

**70-00-4-452 Travel & Training \$ 2,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 1,650
FY19/20 Budget:	\$ 2,000	FY19/20 Projected:	\$ 1,600
Budget to Proposed	0.0%	Projected to Proposed	25.0% <span style="color: red;">△</span>

Illinois Statute requires that Police Pension Board Members have at least 24 hours of training each year. Expenses related to meeting this requirement are recorded in this line item.

**70-00-4-454 Dues & Subscriptions \$ 800**

FY17/18 Actual:	\$ 795	FY18/19 Actual:	\$ 795
FY19/20 Budget:	\$ 900	FY19/20 Projected:	\$ 800
Budget to Proposed	-11.1% <span style="color: green;">▽</span>	Projected to Proposed	0.0%

The Police Pension Fund is a member of numerous professional organizations. One such organization is the Illinois Public Pension Association.

**70-00-5-502 Legal Services \$ 5,800**

FY17/18 Actual:	\$ 719	FY18/19 Actual:	\$ 619
FY19/20 Budget:	\$ 3,000	FY19/20 Projected:	\$ 7,700
Budget to Proposed	93.3% <span style="color: red;">△</span>	Projected to Proposed	-24.7% <span style="color: green;">▽</span>

From time to time the Police Pension Fund seeks the advice of legal and other professional services in order to administer the Fund. The increase in cost in FY19/20 and FY20/21 are related to potential disability cases.

**70-00-5-503 Professional Services** **\$ 500**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 1,200
Budget to Proposed	N/A	Projected to Proposed	-58.3% ▾

From time to time the Police Pension Fund seeks the advice of various professionals in order to administer the Fund. These expenses are recorded in this line item.

**70-00-6-606 Supplies** **\$ 100**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 200	FY19/20 Projected:	\$ 100
Budget to Proposed	-50.0% ▾	Projected to Proposed	0.0%

In order to run the Fund, a small amount of supplies are required to be purchased including paper and pens.

**70-00-8-814 Pension & Disability Payments** **\$ 0**

FY17/18 Actual:	\$ 1,257,359	FY18/19 Actual:	\$ 1,301,989
FY19/20 Budget:	\$ 1,420,000	FY19/20 Projected:	\$ 1,425,700
Budget to Proposed	-100.0% ▾	Projected to Proposed	-100.0% ▾

Monthly retirement and disability payments made to members and their spouses or dependents as defined by Article 3 of the Illinois Compiled Statutes, are recorded within this line item. In FY20/21 these payments are proposed to be separated and reported based on the type of Pension or Disability payment. See line items 70-00-8-815 to 70-00-8-819 for these breakouts.

**70-00-8-815 Pension Payments-Retiree** **\$ 1,320,200**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Monthly retirement payments to employee retirees as defined by Article 3 of the Illinois Compiled Statutes are paid from this line item.

**70-00-8-816 Pension Payments-Duty Disability** **\$ 55,400**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

An officer found by the Woodstock Police Pension Board to be disabled as a result of a duty incident is eligible to receive 65% of their salary, tax free. This payment is recorded in this line item.

**70-00-8-817 Pension Payments-Non Duty \$ 41,700**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

An officer found by the Woodstock Police Pension Board to be disabled not as a result of a duty incident is eligible to receive 50% of their salary. This payment is recorded in this line item.

**70-00-8-818 Pension Payments-Alt Payee \$ 36,300**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Monthly retirement payments to Alternative Payees as defined by Article 3 of the Illinois Compiled Statutes are paid from this line item. An Alternative Payee is typically an ex-spouse that has served the pension fund with a QILDRO. These payments reduce an officer's retirement or disability payment.

**70-00-8-819 Pension Payments-Surviving Spouse \$ 38,400**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

The Pension code allows for surviving spouses to receive a pension after the death of the retired police officer. This payment is recorded in this line item.

**70-00-8-823 Actuarial Requirements \$ 4,700**

FY17/18 Actual:	\$ 3,200	FY18/19 Actual:	\$ 4,750
FY19/20 Budget:	\$ 4,500	FY19/20 Projected:	\$ 4,500
Budget to Proposed	4.4% <span style="color: red;">△</span>	Projected to Proposed	4.4% <span style="color: red;">△</span>

Each year in order to establish the funding level required for the fund that will be provided through a property tax levy, the fund hires a licensed actuary.

**70-00-8-940 Medical Expense/Physical Exams \$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 2,400
Budget to Proposed	N/A	Projected to Proposed	-100.0% <span style="color: green;">▽</span>

The Fund from time to time is required to pay for medical exams for its members. These exams typically result in members applying for disability claims or insuring that members currently on disability still qualify for the benefits they are receiving.

**70-00-8-950 Refund of Contributions \$ 5,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 4,031
FY19/20 Budget:	\$ 25,000	FY19/20 Projected:	\$ 0
Budget to Proposed	-80.0% ▽	Projected to Proposed	N/A

Members who are no longer employed with the City of Woodstock are eligible for a refund of the contributions they have contributed. Members who apply for this refund will forfeit all future benefits.

**70-00-8-970 Investment Manager Fees \$ 33,000**

FY17/18 Actual:	\$ 175,532	FY18/19 Actual:	\$ 237,674
FY19/20 Budget:	\$ 205,000	FY19/20 Projected:	\$ 41,200
Budget to Proposed	-83.9% ▽	Projected to Proposed	-19.9% ▽

In order to help the Fund properly invest in the various markets, the Pension Board has hired several investment managers. In FY19/20 the Police Pension Board decided to change its investment advisor, which has significantly reduced the cost of this service.

**70-00-8-980 Custodial Fee \$ 0**

FY17/18 Actual:	\$ 30,490	FY18/19 Actual:	\$ 31,463
FY19/20 Budget:	\$ 32,000	FY19/20 Projected:	\$ 39,500
Budget to Proposed	-100.0% ▽	Projected to Proposed	-100.0% ▽

Good investment practices dictate that money invested by the Pension Fund be held at a third-party custodian in order to lessen the chance of theft and fraud. With the change of the Pension Fund’s custodial advisor in FY19/20, this cost is now paid by them.

**70-00-8-981 Department of Insurance Filing Fee \$ 4,300**

FY17/18 Actual:	\$ 3,590	FY18/19 Actual:	\$ 3,949
FY19/20 Budget:	\$ 4,100	FY19/20 Projected:	\$ 4,300
Budget to Proposed	4.9% △	Projected to Proposed	0.0%

Each year the Police Pension Fund is required to file an annual report with the Department of Insurance. The State of Illinois charges the Police Pension Fund a fee each year that is associated with this filing.



Annual Budget  
FY20/21

# Health and Life Insurance

## Health & Life Insurance Fund

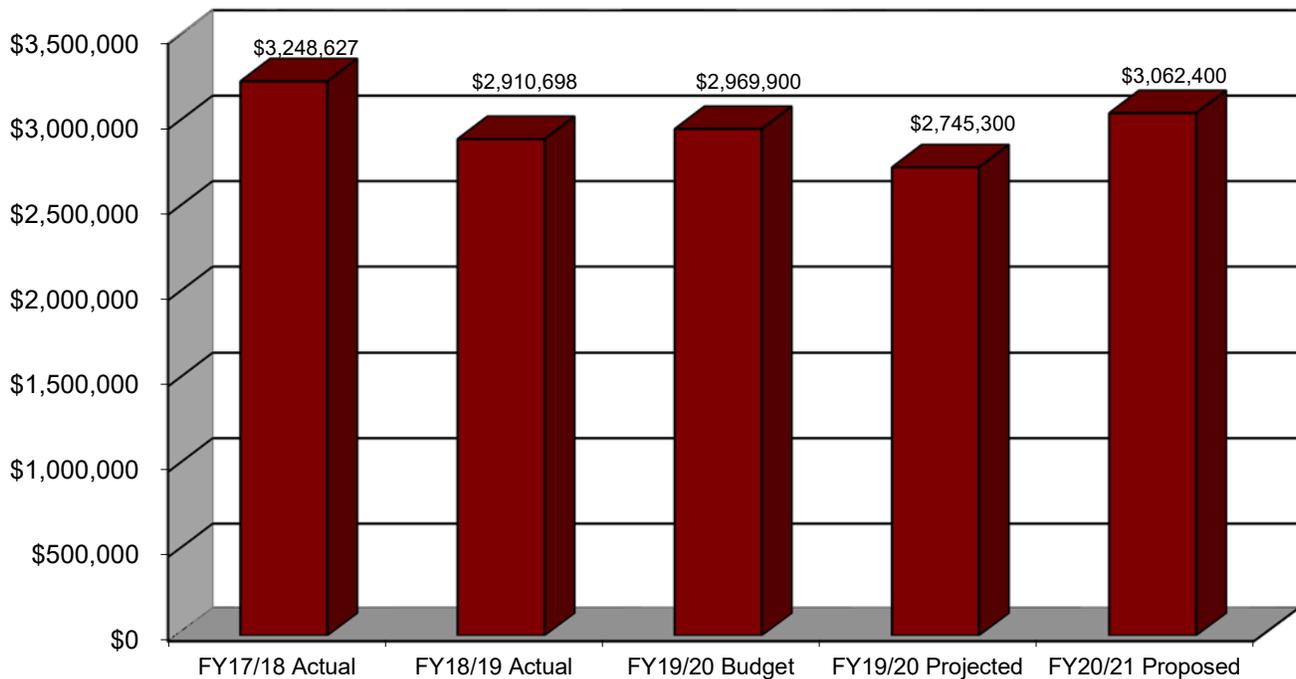
The City of Woodstock has been self-funded with a stop loss (“partially self-insured”) for the provision of its health/life insurance benefits since 1983. In general, this concept has proven to be an effective means of managing the City’s healthcare benefits. On a national basis, healthcare costs have significantly increased for more than the last ten years, exceeding the overall rate of inflation. This trend continues through the present day. Plan changes (such as increased deductibles and out of pocket maximums) again became necessary in January of 2018 to continue to mitigate rising costs. Annually, the City’s broker seeks proposals from stop-loss carriers and continues to ensure that all of our providers are the most cost effective for the City as can be.



### Objective:

- Provide a sound funding mechanism to offer competitive health and life insurance to full-time employees of the City of Woodstock.
- A Performance Measure regarding minimizing health insurance cost increases is contained within the Human Resources Department budget.

### BUDGET COMPARISON



## Health/Life Insurance Fund

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
Beginning Fund Balance					\$ 414,500	\$ 650,000
<b>REVENUES</b>						
<b>SALES OF GOODS AND SERVICES</b>						
75-00-3-386	Retired/Disabled Contributions	\$ 219,186	\$ 222,285	\$ 236,800	\$ 240,000	\$ 205,000
75-00-3-387	Claims Recovered	885,823	541,286	25,000	268,900	25,000
75-00-3-388	Pharmacy Rebates	31,724	50,688	60,000	137,900	145,000
75-00-3-389	Employee Contributions	333,857	377,276	430,200	348,900	439,300
<b>TOTAL GOODS AND SERVICES</b>		<b>\$ 1,470,590</b>	<b>\$ 1,191,535</b>	<b>\$ 752,000</b>	<b>\$ 995,700</b>	<b>\$ 814,300</b>
<b>OTHER</b>						
75-00-5-381	Interest Income	\$ 21	\$ 30	\$ -	\$ 100	\$ 5,000
<b>TOTAL OTHER</b>		<b>\$ 21</b>	<b>\$ 30</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>\$ 5,000</b>
<b>TOTAL REVENUES (BEFORE TRANSFERS)</b>		<b>\$ 1,470,611</b>	<b>\$ 1,191,565</b>	<b>\$ 752,000</b>	<b>\$ 995,800</b>	<b>\$ 819,300</b>
<b>TRANSFERS (TO)/FROM OTHER FUNDS</b>						
75-00-9-376	Transfer from Performing Arts Fund	\$ 81,618	\$ 75,064	\$ 73,600	\$ 69,300	\$ 64,900
75-00-9-379	Transfer from Public Parks Fund	157,380	159,409	199,300	177,400	181,000
75-00-9-389	Transfer from Police Protection Fund	602,960	629,338	667,000	630,000	643,100
75-00-9-391	Transfer from Library Fund	173,256	177,712	181,800	154,000	154,600
75-00-9-392	Transfer from General Corporate Fund	670,953	673,021	737,700	643,400	764,600
75-00-9-395	Transfer from Water & Sewer Utility Fund	280,104	306,570	319,600	300,400	291,100
75-00-9-396	Transfer from Recreation Center Fund	9,949	9,780	10,800	10,500	11,400
<b>TOTAL TRANSFERS (TO)/FROM OTHER FUNDS</b>		<b>\$ 1,976,220</b>	<b>\$ 2,030,894</b>	<b>\$ 2,189,800</b>	<b>\$ 1,985,000</b>	<b>\$ 2,110,700</b>
<b>TOTAL REVENUES (AFTER TRANSFERS)</b>		<b>\$ 3,446,831</b>	<b>\$ 3,222,459</b>	<b>\$ 2,941,800</b>	<b>\$ 2,980,800</b>	<b>\$ 2,930,000</b>
<b>EXPENSES</b>						
<b>CONTRACTUAL SERVICES</b>						
75-00-5-502	Administrative & Start-Up Expense	\$ 76,798	\$ 86,610	\$ 81,000	\$ 109,500	\$ 101,600
75-00-5-503	Professional Services	37,000	37,000	40,500	40,500	40,500
75-00-5-504	ACA Fees	2,730	649	700	700	800
75-00-5-505	Wellness Program Fees	29,583	29,760	32,000	27,000	30,000
75-00-5-541	Life Insurance Premiums	8,984	7,125	7,500	7,500	7,500
75-00-5-545	Excess Insurance Premiums	212,431	278,855	306,200	358,600	480,000
75-00-5-546	Claim Payments	2,878,801	2,468,429	2,500,000	2,200,000	2,400,000
75-00-5-548	Employee Physical Development	2,300	2,270	2,000	1,500	2,000
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>\$ 3,248,627</b>	<b>\$ 2,910,698</b>	<b>\$ 2,969,900</b>	<b>\$ 2,745,300</b>	<b>\$ 3,062,400</b>
<b>TOTAL HEALTH/LIFE INSURANCE FUND EXPENSES</b>		<b>\$ 3,248,627</b>	<b>\$ 2,910,698</b>	<b>\$ 2,969,900</b>	<b>\$ 2,745,300</b>	<b>\$ 3,062,400</b>
<b>NET INCREASE (DECREASE)</b>		<b>\$ 198,204</b>	<b>\$ 311,761</b>	<b>\$ (28,100)</b>	<b>\$ 235,500</b>	<b>\$ (132,400)</b>
Ending Fund Balance					\$ 650,000	\$ 517,600

## Health & Life Insurance Fund Line Item Descriptions

### 75-00-3-386 Retired/Disabled Contributions \$ 205,000

FY17/18 Actual:	\$ 219,186	FY18/19 Actual:	\$ 222,285
FY19/20 Budget:	\$ 236,800	FY19/20 Projected:	\$ 240,000
Budget to Proposed	-13.4% ▽	Projected to Proposed	-14.6% ▽

The City of Woodstock offers its retirees the opportunity to continue health insurance coverage up to the age of 65 as is required by Illinois Pension Statutes. The cost to the retiree is 100% of the fully-insured equivalent rate.

### 75-00-3-387 Claims Recovered \$ 25,000

FY17/18 Actual:	\$ 885,823	FY18/19 Actual:	\$ 541,286
FY19/20 Budget:	\$ 25,000	FY19/20 Projected:	\$ 268,900
Budget to Proposed	0.0%	Projected to Proposed	-90.7% ▽

While the City has self-insured health insurance, the City does purchase stop-loss insurance coverage to mitigate some of the risk associated with catastrophic long-term illness and/or injury. The City's stop loss level is set at \$90,000 per individual insured for calendar year 2020.

### 75-00-3-388 Pharmacy Rebates \$ 145,000

FY17/18 Actual:	\$ 31,724	FY18/19 Actual:	\$ 50,688
FY19/20 Budget:	\$ 60,000	FY19/20 Projected:	\$ 137,900
Budget to Proposed	141.7% △	Projected to Proposed	5.1% △

Effective January 1, 2020, the City switched to a new pharmacy benefits manager (PBM) in an effort to minimize overall health insurance cost increases with receipt of much deeper discounts on prescription medication and a significant increase in anticipated rebates. In addition, several control measures were recommended to the City, with the City adopting some, but not all, and also converting from a three-tier pharmacy plan to a four-tier pharmacy plan.

### 75-00-3-389 Employee Contributions \$ 439,300

FY17/18 Actual:	\$ 333,857	FY18/19 Actual:	\$ 377,276
FY19/20 Budget:	\$ 430,200	FY19/20 Projected:	\$ 348,900
Budget to Proposed	2.1% △	Projected to Proposed	25.9% △

City employees are required to contribute a portion of their health insurance cost. The City has been increasing this contribution level each year in order to reach the goal of a 20% employee contribution across all employee classes, which was attained as of January 1, 2020. Additionally, effective January 1, 2020, the City converted from a two-tier employee contribution platform (single and family) to a four-tier employee contribution platform (single, employee + spouse, employee + child(ren) and family.)

**75-00-5-381 Interest Income \$ 5,000**

FY17/18 Actual:	\$ 21	FY18/19 Actual:	\$ 30
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 100
Budget to Proposed	N/A	Projected to Proposed	4,900.0% <span style="color: green;">△</span>

Interest income from this fund is recorded in this line item. Due to the increase in fund balance, this amount is proposed to significantly increase in FY20/21.

**75-00-9-376 Transfer From Performing Arts Fund \$ 64,900**

FY17/18 Actual:	\$ 81,618	FY18/19 Actual:	\$ 75,064
FY19/20 Budget:	\$ 73,600	FY19/20 Projected:	\$ 69,300
Budget to Proposed	-11.8% <span style="color: red;">▽</span>	Projected to Proposed	-6.3% <span style="color: red;">▽</span>

In order to fund the Health & Life Insurance Fund, a transfer is made from each fund equal to the fully-insured equivalent rate for each of their insured employees less employee contributions.

**75-00-9-379 Transfer From Public Parks Fund \$ 181,000**

FY17/18 Actual:	\$ 157,380	FY18/19 Actual:	\$ 159,409
FY19/20 Budget:	\$ 199,300	FY19/20 Projected:	\$ 177,400
Budget to Proposed	-9.2% <span style="color: red;">▽</span>	Projected to Proposed	2.0% <span style="color: green;">△</span>

In order to fund the Health & Life Insurance Fund, a transfer is made from each fund equal to the fully-insured equivalent rate for each of their insured employees less employee contributions.

**75-00-9-389 Transfer From Police Protection Fund \$ 643,100**

FY17/18 Actual:	\$ 602,960	FY18/19 Actual:	\$ 629,338
FY19/20 Budget:	\$ 667,000	FY19/20 Projected:	\$ 630,000
Budget to Proposed	-3.6% <span style="color: red;">▽</span>	Projected to Proposed	2.1% <span style="color: green;">△</span>

In order to fund the Health & Life Insurance Fund, a transfer is made from each fund equal to the fully-insured equivalent rate for each of their insured employees less employee contributions.

**75-00-9-391 Transfer From Library Fund \$ 154,600**

FY17/18 Actual:	\$ 173,256	FY18/19 Actual:	\$ 177,712
FY19/20 Budget:	\$ 181,800	FY19/20 Projected:	\$ 154,000
Budget to Proposed	-15.0% <span style="color: red;">▽</span>	Projected to Proposed	0.4% <span style="color: green;">△</span>

In order to fund the Health & Life Insurance Fund, a transfer is made from each fund equal to the fully-insured equivalent rate for each of their insured employees less employee contributions.

**75-00-9-392 Transfer From General Corporate Fund \$ 764,600**

FY17/18 Actual:	\$ 670,953	FY18/19 Actual:	\$ 673,021
FY19/20 Budget:	\$ 737,700	FY19/20 Projected:	\$ 643,400
Budget to Proposed	3.6% <span style="color: green;">△</span>	Projected to Proposed	18.8% <span style="color: green;">△</span>

In order to fund the Health & Life Insurance Fund, a transfer is made from each fund equal to the fully-insured equivalent rate for each of their insured employees less employee contributions. For the General Fund this includes all the Departments that are expensed in this Fund including General Government, Human Resources, Building and Zoning, Economic Development, Finance, Public Works Admin, Streets, Fleet Maintenance, Recreation and Information Technology.

**75-00-9-395 Transfer From Water & Sewer Utility Fund \$ 291,100**

FY17/18 Actual:	\$ 280,104	FY18/19 Actual:	\$ 306,570
FY19/20 Budget:	\$ 319,600	FY19/20 Projected:	\$ 300,400
Budget to Proposed	-8.9% <span style="color: red;">▽</span>	Projected to Proposed	-3.1% <span style="color: red;">▽</span>

In order to fund the Health & Life Insurance Fund, a transfer is made from each fund equal to the fully-insured equivalent rate for each of their insured employees less employee contributions.

**75-00-9-396 Transfer From Recreation Center Fund \$ 11,400**

FY17/18 Actual:	\$ 9,949	FY18/19 Actual:	\$ 9,780
FY19/20 Budget:	\$ 10,800	FY19/20 Projected:	\$ 10,500
Budget to Proposed	5.6% <span style="color: green;">△</span>	Projected to Proposed	8.6% <span style="color: green;">△</span>

In order to fund the Health & Life Insurance Fund, a transfer is made from each fund equal to the fully-insured equivalent rate for each of their insured employees less employee contributions.

**75-00-5-502 Administrative & Start-Up Expense \$ 101,600**

FY17/18 Actual:	\$ 76,798	FY18/19 Actual:	\$ 86,610
FY19/20 Budget:	\$ 81,000	FY19/20 Projected:	\$ 109,500
Budget to Proposed	25.4% <span style="color: red;">△</span>	Projected to Proposed	-7.2% <span style="color: green;">▽</span>

This line item funds the administrative expenses that the City incurs for the services of UMR, the City's third-party administrator for health, dental, and flexible-spending claim processing, pharmacy claim processing, COBRA administration, and health and dental network access fees.

**75-00-5-503 Professional Services \$ 40,500**

FY17/18 Actual:	\$ 37,000	FY18/19 Actual:	\$ 37,000
FY19/20 Budget:	\$ 40,500	FY19/20 Projected:	\$ 40,500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item funds the fees that the City incurs for the services of Hub International (formerly Corporate Benefit Consultants), the City's benefits brokerage service.

**75-00-5-504 ACA Fees \$ 800**

FY17/18 Actual:	\$ 2,730	FY18/19 Actual:	\$ 649
FY19/20 Budget:	\$ 700	FY19/20 Projected:	\$ 700
Budget to Proposed	14.3% <span style="color: red;">△</span>	Projected to Proposed	14.3% <span style="color: red;">△</span>

This line item funds the Patient-Centered Outcomes Research (PCORI) fees (originally planned to continue through 2020, but now extended through 2029).

**75-00-5-505 Wellness Program Fees \$ 30,000**

FY17/18 Actual:	\$ 29,583	FY18/19 Actual:	\$ 29,760
FY19/20 Budget:	\$ 32,000	FY19/20 Projected:	\$ 27,000
Budget to Proposed	-6.3% <span style="color: green;">▽</span>	Projected to Proposed	11.1% <span style="color: red;">△</span>

This line item funds the direct expenses that the City incurs for the services of Health as We Age (HAWA) for the City's Wellness program. This line item was added to ensure visibility to these direct expenses that were previously included in health insurance claim payments.

**75-00-5-541 Life Insurance Premiums \$ 7,500**

FY17/18 Actual:	\$ 8,984	FY18/19 Actual:	\$ 7,125
FY19/20 Budget:	\$ 7,500	FY19/20 Projected:	\$ 7,500
Budget to Proposed	0.0%	Projected to Proposed	0.0%

The City provides life insurance benefits to each full-time employee in the amount of \$25,000 for the employee, \$5,000 for a spouse and \$1,000 for each child. Starting in January 2018, the City began purchasing this product from Unum Life Insurance company.

**75-00-5-545 Excess Insurance Premiums \$ 480,000**

FY17/18 Actual:	\$ 212,431	FY18/19 Actual:	\$ 278,855
FY19/20 Budget:	\$ 306,200	FY19/20 Projected:	\$ 358,600
Budget to Proposed	56.8% <span style="color: red;">△</span>	Projected to Proposed	33.9% <span style="color: red;">△</span>

In order to mitigate some of the risk inherent to long-term, serious illness or injury, the City purchases stop-loss insurance coverage. This insurance will protect the City from any insured individual's claims that exceed \$80,000 per calendar year. The increase in stop loss rates since the difficult year the City experienced in calendar year 2017 continue to be a challenge for the City as the excess carriers don't wish to quote for the City and/or excess carriers are attempting to recoup the losses they incurred in 2017. The stop loss amount was increased to \$90,000 for calendar year 2020.

**75-00-5-546 Claim Payments \$ 2,400,000**

FY17/18 Actual:	\$ 2,878,801	FY18/19 Actual:	\$ 2,468,429
FY19/20 Budget:	\$ 2,500,000	FY19/20 Projected:	\$ 2,200,000
Budget to Proposed	-4.0% <span style="color: green;">▽</span>	Projected to Proposed	9.1% <span style="color: red;">△</span>

Since the City is self-insured, the City is required to pay all claims incurred by covered employees and dependents. In addition, the City pays claims in excess of the stop loss

insurance level and then is reimbursed by the excess insurance company (recorded in line item 75-00-3-387). The FY19/20 projected and FY20/21 proposed amounts are based on the understanding that increased discounts on pharmacy claims will occur with the change to the new Pharmacy Benefits Manager (PBM), effective January 1, 2020.

75-00-5-548 Employee Physical Development		\$ 2,000	
FY17/18 Actual:	\$ 2,300	FY18/19 Actual:	\$ 2,270
FY19/20 Budget:	\$ 2,000	FY19/20 Projected:	\$ 1,500
Budget to Proposed	0.0%	Projected to Proposed	33.3% <span style="color: red;">△</span>

As part of the City's wellness program, the City will reimburse any employee, up to \$100 per calendar year, for health club membership costs.



THE CITY OF

**WOODSTOCK**

*Illinois*

Annual Budget

FY20/21

# General Fund-CIP

## General Corporate – CIP Fund



The General Corporate – CIP Fund was established as a funding method separate from the General Fund to pay for capital improvements. Capital improvements are defined as assets that have a useful life over one year that cost at least \$10,000.

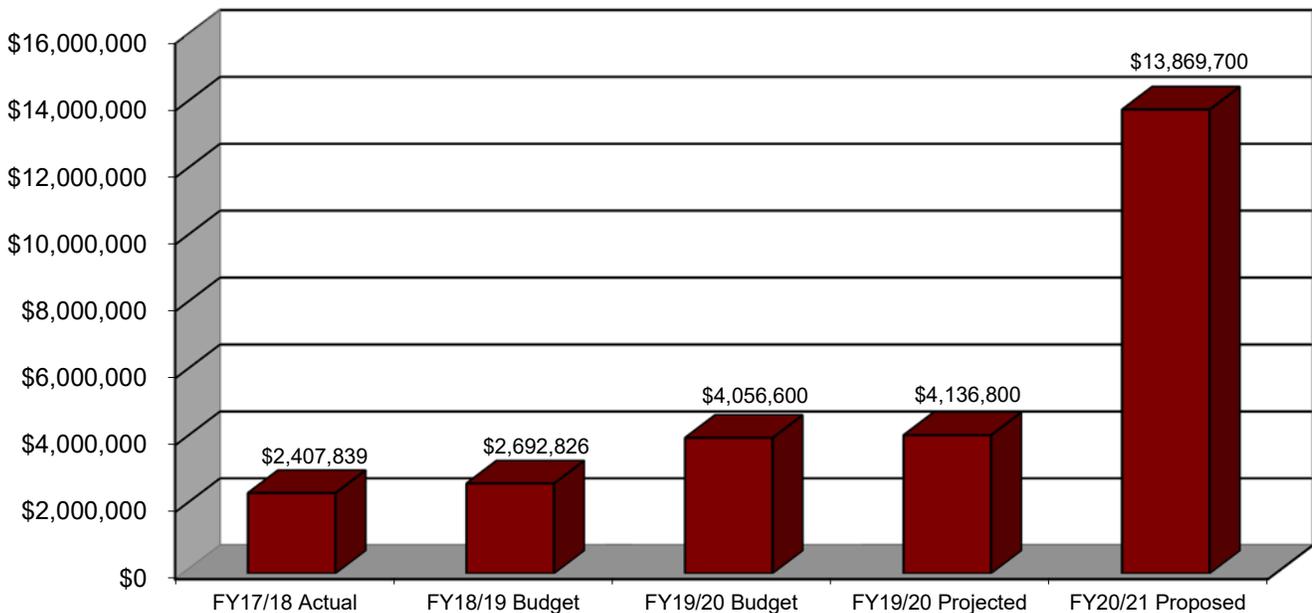
One major revenue source for this Fund is the telecommunication tax that is dedicated 100% to General – CIP Fund capital improvements. Capital expansion fees from new construction for Police and Street improvements are also recorded in this Fund. Lastly, a newly enacted Home Rule Sales Tax is also solely dedicated to the Capital Improvement Program (CIP) projects, specifically for roads and infrastructure.

The selection of capital improvement projects is a result of the City’s separate CIP Plan that is completed each year in January. This document matches revenues with funded projects over this ten-year period. Also included in the CIP Plan are projects where funding was not identified and; therefore, are presented as “unfunded projects.”

### Objectives:

- Provide for a long term funding source to fund General Corporate Capital Improvements.

### BUDGET COMPARISON



**General Corporate - CIP Fund**

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
<b>Beginning Fund Balance</b>					\$ 2,073,900	\$ 699,400
<b>REVENUES</b>						
<b>FEES</b>						
82-00-2-313	Home Rule Sales Tax	\$ -	\$ 2,676,112	\$ 2,759,500	\$ 2,671,200	\$ 2,697,900
82-00-2-315	Local Motor Fuel Tax	-	-	-	-	300,000
82-00-2-318	Home Rule Tax Rebate	-	(52,294)	-	(50,000)	(50,000)
82-00-2-320	Telecommunication Tax	504,948	487,501	480,000	485,100	480,000
82-00-2-384	Capital Expansion Fees-Police	75,037	43,989	45,000	10,000	12,000
82-00-2-385	Capital Expansion Fees-Streets	19,310	16,508	12,000	8,000	9,000
<b>TOTAL FEES</b>		<b>\$ 599,295</b>	<b>\$ 3,171,816</b>	<b>\$ 3,296,500</b>	<b>\$ 3,124,300</b>	<b>\$ 3,448,900</b>
<b>INTERGOVERNMENTAL</b>						
82-00-4-349	Safe Routes to School Grant	\$ -	\$ -	\$ -	\$ -	\$ -
82-00-4-363	Miscellaneous Grants	441,406	-	10,000	75,400	543,800
<b>TOTAL INTERGOVERNMENTAL</b>		<b>\$ 441,406</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 75,400</b>	<b>\$ 543,800</b>
<b>OTHER</b>						
82-00-5-380	Miscellaneous	\$ -	\$ -	\$ -	\$ 22,200	\$ -
82-00-5-381	Interest Income	26,710	47,083	30,000	44,500	32,600
82-00-5-383	Loan Revenue	-	-	-	-	10,000,000
<b>TOTAL OTHER</b>		<b>\$ 26,710</b>	<b>\$ 47,083</b>	<b>\$ 30,000</b>	<b>\$ 66,700</b>	<b>\$ 10,032,600</b>
<b>TOTAL REVENUES (BEFORE TRANSFERS)</b>		<b>\$ 1,067,411</b>	<b>\$ 3,218,899</b>	<b>\$ 3,336,500</b>	<b>\$ 3,266,400</b>	<b>\$ 14,025,300</b>
<b>TRANSFERS (TO)/FROM OTHER FUNDS</b>						
82-00-9-391	Transfer from General Fund	\$ 1,094,000	\$ -	\$ -	\$ -	\$ 382,400
82-00-9-393	Transfer from Park Development	20,000	30,000	30,000	30,000	20,000
82-00-9-396	Transfer to Debt Service (Streets)	(63,300)	(66,400)	(64,500)	(64,500)	(249,700)
82-00-9-397	Transfer to Debt Service (Police Station)	(338,700)	(339,400)	(334,800)	(334,800)	-
82-00-9-399	Transfer to Debt Service (Parks)	(133,100)	(132,800)	(134,800)	(134,800)	(134,200)
<b>TOTAL TRANSFERS (TO)/FROM OTHER FUNDS</b>		<b>\$ 578,900</b>	<b>\$ (508,600)</b>	<b>\$ (504,100)</b>	<b>\$ (504,100)</b>	<b>\$ 18,500</b>
<b>TOTAL REVENUES (AFTER TRANSFERS)</b>		<b>\$ 1,646,311</b>	<b>\$ 2,710,299</b>	<b>\$ 2,832,400</b>	<b>\$ 2,762,300</b>	<b>\$ 14,043,800</b>
<b>EXPENSES</b>						
<b>CAPITAL OUTLAY-GENERAL ADMINISTRATION</b>						
82-01-7-701	Finance-Accounting Program	\$ 1,207	\$ -	\$ -	\$ -	\$ -
82-01-7-702	Printer/Scanner/Copier	-	-	-	1,300	13,700
82-01-7-704	Computer Network	32,823	22,512	52,600	57,000	25,000
82-01-7-705	Networking Equipment	-	-	-	15,300	-
82-01-7-706	Microsoft Office Upgrades	-	-	-	-	37,400
82-01-7-713	Council Chamber Upgrades	22,167	9,837	-	-	-
82-01-7-714	Online Forms,B&Z Software, and DMS	-	59,132	10,000	3,000	7,000
82-01-7-715	Keyless Entry	-	-	6,000	6,000	12,000
82-01-7-716	Video Surveillance	-	46,418	-	-	-
82-01-7-717	Square Perimeter Lighting Controller	-	23,829	-	-	-
82-01-7-718	RecTrac Software	-	15,523	-	-	-
82-01-7-719	Server Upgrade	-	-	66,000	65,200	-
<b>TOTAL CAPITAL OUTLAY-GENERAL ADMIN</b>		<b>\$ 56,197</b>	<b>\$ 177,251</b>	<b>\$ 134,600</b>	<b>\$ 147,800</b>	<b>\$ 95,100</b>

**General Corporate - CIP Fund (Continued)**

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
<b>CAPITAL OUTLAY-PUBLIC FACILITIES</b>						
82-02-7-708	Opera House Carpet & Masonry	\$ 15,188	\$ 74,532	\$ 25,000	\$ -	\$ 25,000
82-02-7-712	City Hall Improvements	-	-	30,000	16,000	55,000
82-02-7-713	Existing Public Works Facility	26,516	7,003	-	-	-
82-02-7-714	Metra Warming Shelter	-	-	-	-	33,200
82-02-7-715	Metra Train Depot Improvements	-	-	-	18,000	352,000
82-02-7-722	Aquatic Center Upgrades	6,872	-	50,000	52,700	56,000
82-02-7-723	Old Firehouse Assistance Center	63,457	2,385	-	-	-
82-02-7-724	Recreation Center Improvement	1,244	21,588	-	-	20,000
82-02-7-725	Recreation Center Gym Roof Insulation	-	8,432	-	-	58,000
82-02-7-726	Outdoor Informational Sign	-	6,664	35,000	74,200	-
82-02-7-727	Opera House Fire Alarm System	-	169	43,000	-	43,000
82-02-7-728	Opera House Structural Assessment	-	166	30,000	-	30,000
82-02-7-729	Opera House Fire Safety Improvements	-	-	15,000	-	15,000
82-02-7-730	Outdoor Performance Stage	-	-	102,000	8,000	160,000
82-02-7-731	Opera House South Roof Replacement	-	-	91,000	57,900	-
82-02-7-732	Opera House Stage Communication System	-	-	18,000	16,700	-
82-02-7-733	Opera House Back Stage Renovations	-	-	30,000	-	35,000
82-02-7-734	Rec Center HVAC Replacement	-	-	-	14,300	-
82-02-7-735	Opera House - Lightning Suppression System	-	-	-	-	20,000
<b>TOTAL CAPITAL OUTLAY-PUBLIC FACILITIES</b>		<b>\$ 113,277</b>	<b>\$ 120,939</b>	<b>\$ 469,000</b>	<b>\$ 257,800</b>	<b>\$ 902,200</b>
<b>CAPITAL OUTLAY-PUBLIC SAFETY</b>						
82-03-7-701	Annual Police Vehicle Purchase	\$ 81,389	\$ 72,856	\$ 96,000	\$ 98,000	\$ 119,000
82-03-7-706	In-Car Computer Terminals	11,307	7,205	28,000	28,100	-
82-03-7-707	HVAC Improvements	-	-	-	13,900	-
82-03-7-708	Vehicle Equipment	-	4,653	10,000	21,000	-
82-03-7-719	In-car/Body Video Cameras	-	77,915	-	-	-
82-03-7-721	Electronic Control Weapons	71,875	-	-	-	-
82-03-7-722	Police Facility Improvements	14,243	14,580	15,000	17,000	15,000
82-03-7-724	Security Surveillance for Square	-	-	-	-	80,000
82-03-7-725	Recording System - Investigations	-	-	-	-	20,000
82-03-7-726	Patrol Rifles	-	-	-	-	10,000
<b>TOTAL CAPITAL OUTLAY-PUBLIC SAFETY</b>		<b>\$ 178,814</b>	<b>\$ 177,209</b>	<b>\$ 149,000</b>	<b>\$ 178,000</b>	<b>\$ 244,000</b>
<b>CAPITAL OUTLAY-PARKS</b>						
82-06-7-703	Playground Equipment	\$ -	\$ -	\$ 75,000	\$ 82,700	\$ 85,000
82-06-7-713	Resealing Courts	24,980	-	65,000	-	65,000
82-06-7-722	Peace Park	30	6,459	-	-	-
82-06-7-724	Lighting & Fence Improvements	38,680	-	50,000	46,400	50,000
82-06-7-726	Picnic Pavilions	-	-	-	-	15,000
82-06-7-728	Park Pavement Resurfacing	105,000	17,080	100,000	100,000	100,000
82-06-7-729	Park Building Improvements	-	-	90,000	30,000	70,000
82-06-7-730	Ball Field Improvements	3,360	26,110	15,000	13,400	15,000
82-06-7-731	Hennen Conservation Area Property	-	8,875	-	-	-
82-06-7-732	Emricson Park Electrical Grid	-	-	20,000	4,900	40,000
82-06-7-733	Park Land Acquisition	-	3,500	27,000	25,600	-
<b>TOTAL CAPITAL OUTLAY-PARKS</b>		<b>\$ 172,050</b>	<b>\$ 62,024</b>	<b>\$ 442,000</b>	<b>\$ 303,000</b>	<b>\$ 440,000</b>

**General Corporate - CIP Fund (Continued)**

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
<b>CAPITAL OUTLAY-MOTOR POOL</b>						
82-07-7-701	Streets- Dump Truck Replacement	\$ 180,040	\$ 204,101	\$ 190,000	\$ 188,800	\$ -
82-07-7-704	Parks- Vehicle Replacement	-	33,957	70,000	64,100	45,000
82-07-7-707	Streets- Equipment Replacement	32,197	-	-	-	50,000
82-07-7-713	Streets-Vehicle Replacement	-	43,509	105,000	93,300	40,000
82-07-7-720	Parks- Equipment Replacement	12,691	30,933	30,000	29,200	53,000
82-07-7-722	Fleet-Vehicle Replacement	-	-	55,000	59,100	-
82-07-7-723	Building & Zoning-Vehicle Replacement	-	-	22,000	21,900	22,000
<b>TOTAL CAPITAL OUTLAY-MOTOR POOL</b>		<b>\$ 224,928</b>	<b>\$ 312,500</b>	<b>\$ 472,000</b>	<b>\$ 456,400</b>	<b>\$ 210,000</b>
<b>CAPITAL OUTLAY-STREETS/SIDEWALKS/SIGNALS</b>						
82-08-7-703	Resurfacing	\$ 1,115,460	\$ 1,716,294	\$ 1,595,000	\$ 2,226,000	\$ 11,206,400
82-08-7-704	Sidewalk Construction	-	43,314	25,000	24,500	-
82-08-7-710	Safe Routes to School Program	88,016	7,362	35,000	-	-
82-08-7-725	Bike Path Extension	4,000	-	15,000	10,000	15,000
82-08-7-726	Roundabout-South Street	77,454	2,000	50,000	110,000	50,000
82-08-7-727	IL Route 47 IDOT Improvements	-	-	-	20,000	110,000
82-08-7-728	Bridge Replacement	-	2,021	225,000	41,800	272,000
82-08-7-730	Street light Upgrades	-	-	30,000	30,000	-
<b>TOTAL CAPITAL OUTLAY-STREETS/SIDEWALKS/SIGNALS</b>		<b>\$ 1,284,930</b>	<b>\$ 1,770,991</b>	<b>\$ 1,975,000</b>	<b>\$ 2,462,300</b>	<b>\$ 11,653,400</b>
<b>CAPITAL OUTLAY-STORMWATER MANAGEMENT</b>						
82-09-7-701	Storm Sewer Improvements	\$ 326,553	\$ 32,394	\$ 375,000	\$ 321,500	\$ 325,000
82-09-7-709	I&I Improvements	51,090	-	40,000	10,000	-
82-09-7-710	Library Parking Lot-Stormwater Detention	-	24,643	-	-	-
82-09-7-711	Sewer Television Equipment	-	14,875	-	-	-
<b>TOTAL CAPITAL OUTLAY-STORMWATER MANAGEMENT</b>		<b>\$ 377,643</b>	<b>\$ 71,912</b>	<b>\$ 415,000</b>	<b>\$ 331,500</b>	<b>\$ 325,000</b>
<b>TOTAL GENERAL CORPORATE - CIP FUND EXPENSES</b>		<b>\$ 2,407,839</b>	<b>\$ 2,692,826</b>	<b>\$ 4,056,600</b>	<b>\$ 4,136,800</b>	<b>\$ 13,869,700</b>
<b>NET INCREASE (DECREASE)</b>		<b>\$ (761,528)</b>	<b>\$ 17,473</b>	<b>\$ (1,224,200)</b>	<b>\$ (1,374,500)</b>	<b>\$ 174,100</b>
<b>Ending Fund Balance</b>					<b>\$ 699,400</b>	<b>\$ 873,500</b>

## General Corporate – CIP Fund Line Item Descriptions

### 82-00-2-313 Home Rule Sales Tax \$ 2,697,900

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 2,676,112
FY19/20 Budget:	\$ 2,759,500	FY19/20 Projected:	\$ 2,671,200

In combination to establish a dedicated funding source to address the community's infrastructure needs and provide 10% property tax relief for our residents and businesses, the City instituted a Home Rule Sales Tax, effective January 1, 2018. The additional revenue generated from this tax, above and beyond the amount needed to offset the property tax relief, is dedicated to the City's infrastructure needs.

### 82-00-2-315 Local Motor Fuel Tax \$ 300,000

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0

The City Council authorized the implementation of a local Motor Fuel Tax of \$0.03 cents to provide the necessary revenue for the partial repayment (50%) of the \$10 million in General Obligation bonds to be issued to fund an enhanced street resurfacing program in FY20/21.

### 82-00-2-318 Home Rule Tax Rebate (\$ 50,000)

FY17/18 Actual:	\$ 0	FY18/19 Actual:	(\$ 52,294)
FY19/20 Budget:	\$ 0	FY19/20 Projected:	(\$ 50,000)

The City Council authorized a Home Rule Sales Tax rebate for Woodstock Lumber Company based on qualifying transactions that individually exceed \$20,000. Woodstock Lumber pays the Home Rule Sales Tax on behalf of the customer and then is rebated the tax amount based on providing confirming information to the municipality. This agreement expires December 31, 2022 with a requirement for the parties to meet prior to October 31, 2022 to consider modifying terms and/or extending the term of the agreement.

### 82-00-2-320 Telecommunication Tax \$ 480,000

FY17/18 Actual:	\$ 504,948	FY18/19 Actual:	\$ 487,501
FY19/20 Budget:	\$ 480,000	FY19/20 Projected:	\$ 485,100

When established this tax was to create and guarantee a minimal level of annual CIP financing. This represents a 6% tax rate imposed on telecommunications. This revenue source continues to decline as City residents transition to internet-based systems, which are not subject to this tax.

### 82-00-2-384 Capital Expansion Fees-Police \$ 12,000

FY17/18 Actual:	\$ 75,037	FY18/19 Actual:	\$ 43,989
FY19/20 Budget:	\$ 45,000	FY19/20 Projected:	\$ 10,000

Separate line items for Police and Streets Capital Expansion Fees (CEF) are reported within the General Corporate – CIP Fund and are used to fund projects that relate to each of the corresponding fees. This revenue source is entirely dependent upon

building activity in the community. By Illinois Statute, these funds must be expended on public safety CIP projects.

**82-00-2-385 Capital Expansion Fees-Streets \$ 9,000**

FY17/18 Actual:	\$ 19,310	FY18/19 Actual:	\$ 16,508
FY19/20 Budget:	\$ 12,000	FY19/20 Projected:	\$ 8,000

Separate line items for Police and Streets Capital Expansion Fees (CEF) are reported within the General Corporate – CIP Fund and are used to fund projects that relate to each of the corresponding fees. This revenue source is entirely dependent upon building activity in the community. By Illinois Statute, these funds must be expended on street improvement CIP projects.

**82-00-4-349 Safe Routes to School Grants \$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0

The City applies for grant funds for sidewalk construction projects under the federally-funded Safe Routes to Schools program (SRTS). Through this grant program, 100% of construction and construction engineering costs are funded through the Federal government up to a maximum of \$200,000 with all remaining project costs paid by the City. If grant funding is approved, this will be the third grant awarded to the City of Woodstock through the SRTS program.

The call for projects tends to be once every four years. As a result, revenue may be available again in FY24/25 and FY28/29. The matching portion of this grant is included within the associated expenditure line item reported in the Streets/ Sidewalks/Signals section of the General Corporate – CIP Fund.

**82-00-4-363 Miscellaneous Grants \$ 543,800**

FY17/18 Actual:	\$ 441,406	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 10,000	FY19/20 Projected:	\$ 75,400

In FY20/21, the General Corporate – CIP Fund includes \$352,000 in grant funds to complete the improvements to the Train Depot funded via METRA with \$18,000 in funds to be received in FY19/20. Additional funds of \$33,200 will be received from METRA for engineering related to the construction of a warming shelter. In FY19/20 \$57,400 is expected to be received for Melody Lane bridge replacement from the Federal Government. In FY20/21, another \$158,600 is expected for this project.

**82-00-5-380 Miscellaneous \$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 22,200

Revenue related to insurance proceeds for capital improvement items paid from this Fund and other donations from local organizations are recorded here. In FY19/20, \$22,200 is expected to be received in insurance proceeds related to a lightning strike.

**82-00-5-381 Interest Income \$ 32,600**

FY17/18 Actual:	\$ 26,710	FY18/19 Actual:	\$ 47,083
FY19/20 Budget:	\$ 30,000	FY19/20 Projected:	\$ 44,500

This amount represents the interest earned on CIP funds invested during the fiscal year.

**82-00-5-383 Loan Revenue \$ 10,000,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0

A bond issuance has been approved for \$10,000,000 in FY20/21 to finance an enhanced street resurfacing program. This loan is to be repaid using a local \$0.03 cent MFT tax along with increased revenue being received from the State as a result of them doubling the Statewide MFT tax, which is allowing the City to shift expenses that were historically funded by the General Fund to the MFT Fund.

**82-00-9-391 Transfer from General Fund \$ 382,400**

FY17/18 Actual:	\$ 1,094,000	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0

This line item reflects the transfer of funds from the General Fund to the General Corporate – CIP Fund to provide additional revenue to finance CIP projects. In FY18/19, this transfer was eliminated and 100% of the Home Rule Sales Tax has been allocated instead. The amount that was being transferred in prior years will be used by the General Fund to offset the 10% property tax reduction provided to Woodstock residents and businesses.

When creating the City’s CIP Document it was proposed that when debt was retired from governmental funds, the money associated with making the payments would be transferred into the General Fund – CIP Fund to pay for future capital improvements. In FY19/20, the debt for constructing the City’s aquatic center was retired. This debt had been being paid by a property tax levy that was reported within the Debt Service Fund. Therefore in FY20/21, this property tax levy was moved to the General Fund and that money is now being transferred to this Fund.

**82-00-9-393 Transfer from Park Development \$ 20,000**

FY17/18 Actual:	\$ 20,000	FY18/19 Actual:	\$ 30,000
FY19/20 Budget:	\$ 30,000	FY19/20 Projected:	\$ 30,000

The funds received for park donations are recorded in the Park Development Fund and then transferred to the CIP Fund to pay for a portion of the park projects approved by the City Council within the annual CIP document.

**82-00-9-396 Transfer to Debt Service (Streets) (\$ 249,700)**

FY17/18 Actual:	(\$ 63,300)	FY18/19 Actual:	(\$ 66,400)
FY19/20 Budget:	(\$ 64,500)	FY19/20 Projected:	(\$ 64,500)

In FY05/06, the General Corporate – CIP Fund issued Alternate Revenue Bonds to fund the construction of two major roadway improvements in which Telecom tax was pledged. In May of 2020 a \$10.0 million Road Bond is being proposed. The revenue for this transfer is coming from the Local Motor Fuel tax recorded in line item 82-00-2-315.

This line item is to transfer this revenue to the Debt Service Fund.

Original Debt Use	Debt Series	Total
McConnell Road	2014	\$ 67,100
Road Bond (2020)	2020	<u>182,600</u>
		\$ 249,700

**82-00-9-397 Transfer to Debt Service (Police Station) \$ 0**

FY17/18 Actual:	(\$ 338,700)	FY18/19 Actual:	(\$ 339,400)
FY19/20 Budget:	(\$ 334,800)	FY19/20 Projected:	(\$ 334,800)

In FY00/01, the City issued \$8.9 million dollars in Alternate Revenue bonds to finance three separate projects. A portion of the bonds (\$4.0 million) was used to finance the construction of the new Police Facility. Due to falling interest rates, the City initiated an advanced refunding in 2004, issuing 2004B Alternate Revenue Refunding Bonds to reduce future interest costs and generate interest savings. In 2013, the City completed a current refunding of the Series 2004B bonds with the issuance of the Series 2013B Alternate Revenue Refunding Bonds. This is the required transfer to the Debt Service Fund to provide the necessary funding to meet the related debt service payment for the aforementioned bond issue.

In FY19/20 this debt was fully repaid and therefore no further transfer is necessary.

**82-00-9-399 Transfer to Debt Service (Parks) (\$ 134,200)**

FY17/18 Actual:	(\$ 133,100)	FY18/19 Actual:	(\$ 132,800)
FY19/20 Budget:	(\$ 134,800)	FY19/20 Projected:	(\$ 134,800)

In response to the sharp decline in new housing experienced since FY07/08, significantly reducing the resources pledged for repayment on the City’s outstanding Alternate Revenue Bonds that were issued to construct several park improvements, the City Administration proposed a temporary modification to the repayment sources of these bonds until the corresponding revenues could show signs of a recovery. The General Corporate – CIP Fund is now, on a temporary basis, responsible for the debt service payment related to the Merryman Fields Park Alternate Revenue Bonds.

**82-01-7-701 Finance-Accounting Program**

**\$ 0**

FY17/18 Actual:	\$ 1,207	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0



In July 2015, the City’s Finance Department converted its financial software system to Civic Systems. At that time, the software cost was spread into three annual payments in the amount of \$22,333; however, the entire expense was accrued and reported in FY15/16. In FY17/18, the third and last payment was made. In FY17/18, a module for the current time keeping software was purchased to complete the implementation for the remainder of the City’s workforce.

**82-01-7-702 Printer/Scanner/Copier**

**\$ 13,700**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 1,300



The City of Woodstock depends heavily on the use of copy machines that are located in various facilities. These copy machines are used for printing, copying, scanning, and in some cases faxing. The heavy use of the units is driven by the lower cost to print utilizing these devices. The cost per page is more than 90% cheaper than using a local inkjet printer.

Due to the importance of each of these units, the City has adopted a schedule for replacing copiers for its departments. Each unit would be a replacement of an existing unit in the same area. The new copiers would continue to serve as the primary printer in each of these areas, as well as provide scan, copy and fax services

In FY19/20, Staff needed to replace the administrative copy machine, located within the Police Department, six months early as the existing copy machine began failing and repairs were getting more expensive.

**82-01-7-704 Computer Network**

**\$ 25,000**

FY17/18 Actual:	\$ 32,823	FY18/19 Actual:	\$ 22,512
FY19/20 Budget:	\$ 52,600	FY19/20 Projected:	\$ 57,000



During the current fiscal year, the Computer Replacement CIP has been funding computer hardware improvements, as well as several repairs to existing equipment within the City. IT Staff has purchased fifty one (51) new computers that were not able to operate Windows 10, as well as solid state drives for an additional 30 computers throughout the City. The projected FY19/20 amount is \$4,400 over budget as a result of a lightning strike in September 2019, which required the purchase of replacement hardware and repairs, and will be reimbursed by insurance.

**82-01-7-705 Networking Equipment**

**\$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 15,300



In FY19/20, IT Staff purchased several new devices due to a lightning strike that occurred in September 2019, which is expected to be reimbursed by insurance. This outage affected the four devices located at the Woodstock Opera House and three devices at City Hall.

**82-01-7-706 Microsoft Office Upgrades**

**\$ 37,400**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0



The City of Woodstock uses a variety of software to complete its daily operations. One of the primary software installed on every computer within the City is Microsoft Office. Microsoft Office is a product suite that contains several software applications, such as Microsoft Word, Excel, Outlook, Power Point, Access, and Publisher.

Currently, the City has purchased and installed Microsoft Office 2010, which was released in June of 2010 and is scheduled to no longer receive updates or support beginning in October 2020. In FY20/21, funding is being requested to upgrade all versions of Microsoft Office throughout the entire City to the latest version of Microsoft Office 2019. This new version will bring the City up to date with all the latest features and options that are provided by the product, as well as features that so far have been restricted to only Office 365 users.

**82-01-7-713 Council Chamber Improvements**

**\$ 0**

FY17/18 Actual:	\$ 22,167	FY18/19 Actual:	\$ 9,837
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0



In October 2017, City Council approved the purchase of hardware and to enter into a contract with Granicus to provide live streaming of City Council meetings to the public. During the setup and testing of the meetings, it was determined that the standard quality video wasn't sufficient and that upgrading to the HD video stream provided the expected experience. The expenditures in

FY18/19 was to purchase the HD upgrade, purchase a larger TV for enhanced viewing by meeting participants, as well as the first-year maintenance cost that was not billed until July 2018.

**82-01-7-714 Online Forms, B&Z Software, and DMS**

**\$ 7,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 59,132
FY19/20 Budget:	\$ 10,000	FY19/20 Projected:	\$ 3,000



In FY18/19, City Council approved the purchase of business registration, permitting, and paperless invoicing modules from Civic, as well as the Laserfiche enterprise-content management software. City Staff began by implementing the paperless invoicing module using Laserfiche to serve as the document repository for all of this new data.

In FY19/20, the City implemented a new form for businesses to complete for the single-use plastic bag fees. In FY20/21, funding is proposed for additional hours of support to implement additional online forms of the Laserfiche software.

**82-01-7-715 Keyless Entry**

**\$ 12,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 6,000	FY19/20 Projected:	\$ 6,000



In August 2014, due to a complete failure of the existing keyless entry system at City Hall, IT Staff installed the Sonitrol system. The City was able to have this installed at a significantly lower price, as the core components of the system were already owned and only additional hardware was required to be installed.

In FY19/20, the system was expanded to the Old Courthouse, as well as the Recreation Center by installing a keyless entry point on a single door into each of these facilities. In FY20/21, IT staff is planning on replacing the existing system located at WPD. The requested funding will replace the existing doors within the facility, as well as add new protection to the evidence room within the PD.

**82-01-7-716 Video Surveillance**

**\$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 46,418
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0



In FY18/19 the City replaced the existing video surveillance systems with new hardware and software based on IP Technology with a centralized storage location. Currently City Hall, Police Department, Public Works and Recreation Center are monitored. The system provides motion activated 24-hour, high-quality surveillance at each of the facilities.

82-01-7-717 Square Perimeter Lighting Controller

\$ 0

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 23,829
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0



In FY15/16, the City of Woodstock installed new perimeter lighting on all of the buildings located throughout the Woodstock Square. These new perimeter lights are all controlled via a Digital Lighting Control Center, manufactured by Exergy Controls. In 2017, the City discovered that Exergy Controls had gone out of business.

In September 2018, City Council approved the purchase of new hardware and software controllers from LSI Industries to replace the Exergy lighting controls.

82-01-7-718 RecTrac Software

\$ 0

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 15,523
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0



The Recreation Department uses Vermont Systems, RecTrac Software, which is a comprehensive management software solution that supports all functions and activities for the Department. Currently, the City pays a yearly fee to VSI to maintain, upgrade, and support the existing software, as well as provide the online portal to allow residents to remotely enroll in programs.

In 2014, VSI released a new version of the RecTrac software that functions as a browser-based system. Additionally, the new software provides features and efficiencies that are beneficial to the Recreation staff. In FY18/19, the City purchased a new server and associated computer hardware to run the new software, as well as training for Recreation and IT staff.

82-01-7-719 Server Upgrade

\$ 0

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 66,000	FY19/20 Projected:	\$ 65,200



In FY19/20, the City purchased and installed the following: three new servers (Active Directory, Email and PD File Storage); software upgrades for the remaining servers; upgrades to the Exchange email software and licensing requirements; and Microsoft Windows 10 Pro Upgrades.

**82-02-7-708 Opera House Carpet & Masonry****\$ 25,000**

FY17/18 Actual:	\$ 15,188	FY18/19 Actual:	\$ 74,532
FY19/20 Budget:	\$ 25,000	FY19/20 Projected:	\$ 0



The portion of this CIP project devoted to carpet installation was completed in January of 2019. Initially funds were set aside for exterior masonry repair in FY19/20, but due to weather, unforeseen damage to the bell tower, and seasonal timing issues, those repairs have been forwarded into FY20/21.

**82-02-7-712 City Hall Improvements****\$ 55,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 30,000	FY19/20 Projected:	\$ 16,000

City Hall is a historic building, which requires funds to be available for improvements to its masonry exterior, interior walls, HVAC systems, plumbing systems, roofs, etc. Funds within this line item will be used to pay for identified work to help preserve the historic building.



A project deemed to be a priority for this facility involves an evaluation of the existing standby generator and the circuits that it powers up. The existing generator does not power the entire building, so the goal is to provide a municipal facility that can function during extended power outages as opposed to having the majority of City Hall

personnel have to relocate until power is restored.

Funds in FY19/20 paid for the installation of a new transfer switch so that the entire building can be powered by a trailer mounted generator. Then, in FY20/21 the City will purchase a pad-mounted generator, sized appropriately to power the entire facility.

**82-02-7-713 Existing Public Works Facility****\$ 0**

FY17/18 Actual:	\$ 26,516	FY18/19 Actual:	\$ 7,003
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0

Funds in this line item pay for necessary building improvements at the Public Works Facility. In years past, maintenance and improvement costs were shared between the General Fund (67%) and the Utility Fund (33%). Funds requested in FY17/18 paid for an office buildout in the administrative area, the refurbishing of the floor and walls in the mechanics bays, and repairs to the membrane roof around the flashing and parapet walls. Although no funds were approved in this line item in FY18/19, funds were expended to update the cabinets and counter tops in the breakroom at the Public Works Facility. Often times, the break room is used for meetings,



especially when the meetings include a significant number of people, requiring a larger space. In order to present a good image for the City, the countertops and cabinets within the space were removed and replaced.

**82-02-7-714 Metra Warming Shelter**

**\$ 33,200**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0



City Administration has received a grant through Metra designated for the design and creation of plans and specifications for a new warming shelter on the inbound-side of the tracks. Metra will reimburse the City for the engineering and they will fund construction of the new Warming Station as part of their Capital Improvement Program. Depending upon Metra’s ability to coordinate efforts with Union Pacific, construction will begin this fall or in the spring of 2021.

**82-02-7-715 Metra Train Depot Improvements**

**\$ 352,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 18,000



In late 2019, the City approved an intergovernmental agreement (IGA) with METRA for building preservation improvements to the train station. The Executive Director at METRA signed the agreement in January 2020. Wold/Ruck Pate was hired to complete a Facility Assessment of the Metra Station and the identified projects are the basis for the IGA. Improvements include but are not limited to: tuckpointing, painting, fascia and soffit repair, replacement of HVAC with high efficiency units, new roof, etc., with construction costs totaling \$301,800. Based upon the IGA, Metra will reimburse the City for the cost of the Facility Assessment and all construction improvements, but the City will need to go through the bidding process and manage the construction contracts. It is likely that this project will be let out for bid prior to the end of FY19/20, but actual construction will probably not start until after May 1, 2020. Funds in FY19/20 will pay for the preparation of project plans and specifications by Wold/Ruck Pate.

**82-02-7-722 Aquatic Center Upgrades**

**\$ 56,000**

FY17/18 Actual:	\$ 6,872	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 50,000	FY19/20 Projected:	\$ 52,700

On Memorial Day 2002, the City opened a three-pool aquatic center in Emricson Park that provides outdoor aquatic activities for the community. This facility has served the City well for nearly 17 years; however, the facility is seasonal and during the winter months it is not heated.



In FY19/20 funds were spent on a few maintenance projects at the Aquatic Center. The winter of 2018 was very tough on the pool in that a plastic pipe feeding the play features at the end of the zero-depth pool cracked. In addition, some plastic pipe in the roof of the play feature at the end of the zero-depth pool cracked and pieces of it broke away. This failure left this feature inoperable. Water Treatment Plant staff glued the roof back together as a stop gap measure, but this repair was

known to be temporary.

Funds in FY19/20 were used to purchase a remanufactured roof system for the water feature at a cost of \$11,675. A contract was also let to refurbish the pool slides at the facility for an amount not-to-exceed \$30,000. Recreation Department staff expended \$11,060 for paint and supplies for the baby pool and the lap pool. All work will be completed before April 30, 2020.

In FY20/21, funds are requested to have the expansion joints caulked and the zero-depth pool shell professionally painted. Other maintenance includes the sealing of exposed concrete and the application of a professional surface on the equipment room roof.

**82-02-7-723 Old Firehouse Assistance Center**

**\$ 0**

FY17/18 Actual:	\$ 63,457	FY18/19 Actual:	\$ 2,385
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0

In FY17/18 the City received Community Development Block Grant funds to help pay for improvements to a facility that was designed to house the City's Fire Department. The "Old Firehouse Assistance Center," provided services for the homeless population trying to help get them back into the job market and into permanent housing. The improvements took place in the fall of 2017 and they did not



conclude until the spring of 2018. Ventilation of the shower area and the rerouting of the water meter was not completed and paid until after May 1, 2018. As a result, a payment was made to G. Fisher Commercial Construction, Inc. in FY18/19.

In FY18/19 the City also spent funds to surround three sides of the area immediately adjacent to the entrance of the Old Firehouse Assistance Center (OFAC) with a fence.

**82-02-7-724 Recreation Center Improvements \$ 20,000**

FY17/18 Actual:	\$ 1,244	FY18/19 Actual:	\$ 21,588
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0

In FY20/21, the Rec Department is proposing to replace the carpeting/padding in the Rec Center office area, cardio room, circuit weight area and hallways. The carpets are original with the purchase and renovation of the building that occurred in FY02/03.



In FY18/19, carpets in the Re Center’s multi-purpose room and toy room were replaced with wood laminate.

**82-02-7-725 Recreation Center Gym Roof Insulation \$ 58,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 8,432
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0

In FY18/19 the City paid approximately \$8,500 to seal seams, replace and seal exhaust stacks and other penetrations in the metal gym roof at the Recreation Center. At that time it was recommended that the City plan for a new roof on this facility. Because another roof leak occurred in early 2020, it is recommended that a new roof be installed in FY20/21.



**82-02-7-726 Outdoor Information Sign \$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 6,664
FY19/20 Budget:	\$ 35,000	FY19/20 Projected:	\$ 74,200



In FY19/20 the City replaced its manually operated community events sign with an electronic version. The sign is used to advertise numerous City and community events. These events can include Recreation and Water Works events and activities, Opera House shows, Library activities, along with disseminating Public Works info such as leaf collection and fire hydrant flushing. Construction of the sign fell into FY19/20 along with final project payout. The sign located just west of the Burger King restaurant on IL Rt. 47 is currently in use and message placement is managed by the City Manager’s Office.

**82-02-7-727 Opera House Fire Alarm System**

**\$ 43,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 169
FY19/20 Budget:	\$ 43,000	FY19/20 Projected:	\$ 0

Replacement of the Opera House fire alarm system, which was installed in 1992, was schedule to be replaced in FY19/20. Unfortunately, as a result of the retirement of the Opera House Building Manager, this project is being carried over into FY20/21.



It has been rebuilt several times, subjected to multiple lightning strikes to the building’s electrical systems, and expanded to accommodate the construction of the Opera House Annex. Because of its age it has become increasingly difficult to get compatible parts to replace failing components, including critical initiating devices such as addressable smoke detectors. The replacement will address occasional, but very serious, problems of hardware-induced false alarms, take advantage of recent improvements in technology and provide better protection for the historic building and all occupants, including emergency responders, by providing a new, more capable, more reliable fire alarm system.

**82-02-7-728 Opera House Structural Assessment**

**\$ 30,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 166
FY19/20 Budget:	\$ 30,000	FY19/20 Projected:	\$ 0



This project was initially funded for completion in FY19/20. However, due to delays in implementation resulting from changes to staffing at the Opera House, it has been rescheduled for completion in FY20/21. The amount of \$30,000 will be used to fund a thorough, architectural and engineering study of the structural condition of the original Opera House/City Hall building. An RFP will be constructed and distributed to qualified firms with site visits provided to interested respondents. The awarded consultant will work onsite for inspections, sampling or testing of materials, and/or providing for other approved research.

Upon completion of their review, the consultant is to present a report on the condition of the building, identifying existing structural damage and certain or probable causes. Problem conditions should be ranked by severity with recommendations for repair or remediation of structural damage prioritized in order of need. Findings and recommendations of this report will then be used to plan immediate and long-term projects for the preservation of the historic landmark.

82-02-7-729 Opera House Fire Safety Improvements

\$ 15,000

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 15,000	FY19/20 Projected:	\$ 0

This project was originally scheduled for FY19/20; however, due to the retirement of the Opera House Building Manager, this project is being carried over to FY20/21.



This project includes enhancement of existing Fire Safety and Sprinkler systems at the Opera House and will be included with the scheduled CIP project to replace the existing Fire Alarm Panel. Planned improvements are the installation of alarm system-activated hold-opens and door closers on sixteen (16) fire-rated interior doors on the ground floor, Auditorium lobby, and Stage level to reduce or delay the spread of fire regardless of occupancy. Fire hose connections will be added at three levels of the Stage Left stairwell in the Annex. The new hose connection points will allow firefighters with “hotel packs” to quickly put water on fires in both the Annex and the Auditorium from the relative safety of the stairwell enclosure without waiting for hose lines to be run from hydrants. The project will require skilled electricians as well as fire sprinkler installation specialists.

82-02-7-730 Outdoor Performance Stage

\$ 160,000

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 102,000	FY19/20 Projected:	\$ 8,000

In FY19/20 the City worked to narrow down an appropriate design based upon the anticipated use of this facility. After much consideration, the City decided to pursue a pre-engineered band structure constructed on an area of approximately 7,000 square feet with an audience capacity of 700 people. The City is under contract with Design Perspectives INC of Naperville for the preparation of preliminary design and renderings in addition to construction documents and bidding assistance. Plans and specifications will be completed on or around April 30, 2020 with construction of the outdoor stage completed before the winter of 2020. City staff and a City Council member did travel to Mokena to look at a similar structure already in use.



In addition, \$30,000 has been included to purchase an outdoor portable stage system. With the numerous activities and events on and around the Woodstock Square each year, the need for additional performance spaces has been called for by several user groups. With the purchase of a portable outdoor performance stage, several annual activities could be enhanced in a variety of locations. The funds designated here would be used to purchase a 16'x 24' stage system with side guard



rails, stairs, stair railings, stage skirting and an additional Square Truss Package to hang lighting and sound equipment from. The stage material is weatherproof aluminum and is adjustable in height to adapt to uneven ground.

With this system, concerts, programs and events on and off the Square would have access to a modular system of staging that could adapt to most needs. Examples of events that could benefit from this equipment would be Groundhog Day, Memorial Day, Folk Fest, Harvest Fest, Mexican Independence Day, Chamber Events, Recreation Center activities, outdoor concerts, and more. An appropriate fee would be charged for rental of the stage and when not in use outdoors, its modular nature could serve as platforms for indoor events on the Opera House stage.

**82-02-7-731 Opera House South Roof Replacement \$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 91,000	FY19/20 Projected:	\$ 57,900



Funds were provided in FY19/20 for removal and replacement of the then thirty-year-old, built-up roof, which had developed many leaks, affecting activities, requiring frequent roof repairs, and causing interior damage. The project came in under budget largely due to not having to completely remove the three rooftop air condensers, as was originally anticipated. Instead only one of the units was required to be raised in height to meet warranty requirements, and this was accomplished in place.

**82-02-7-732 Opera House Stage Communication System \$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 18,000	FY19/20 Projected:	\$ 16,700



In September of 2019, a new stage communication system was purchased from TC Furlong Inc. at a cost of \$16,700. The quality Clear Com system includes one wireless base station, five Freespeak II Digital wireless rechargeable belt packs/headsets, one Clear Com antenna and a five-way charger.

**82-02-7-733 Opera House Back Stage Renovations \$ 35,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 30,000	FY19/20 Projected:	\$ 0



In FY19/20 \$30,000 was allocated to begin work on revitalizing the backstage areas of the Opera House. Work was scheduled to begin after the installation of the new roof on the rear annex that houses these facilities, but that work was not completed until October 2019.

Additionally, the unexpected retirement of the Building Manager in June 2019 has caused a delay in the project. As such, the project is now being proposed for FY20/21.

**82-02-7-734 Recreation Center HVAC Replacement** **\$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 14,300



The 30 year old HVAC unit that services the men’s and women’s locker rooms at the Rec Center failed during FY19/20 and needed to be replaced on an emergency basis. This was the last unit original with the building; all the other units have been replaced.

**82-02-7-735 Opera House Lighting Suppression System** **\$ 20,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0



In September of 2019, the Opera House bell tower was struck by lightning, damaging the physical structure and many electronic systems within the facility. This was the third lightning strike to the building over the past eight years and most expensive to date. It was thought that the steel spike at the top of the tower was grounded as part of a lightning-suppression system that was installed during the restoration in the 1970s, but after further evaluation it was discovered that, while made to be attached to a grounding wire, the setup was never completed. Therefore, the Opera House is without a lightning-suppression system and is vulnerable to additional strikes, as it is the tallest building in the area. Funds have been added to the budget for this fiscal year to address this problem.

**82-03-7-701 Annual Police Vehicle Purchase** **\$ 119,000**

FY17/18 Actual:	\$ 81,389	FY18/19 Actual:	\$ 72,856
FY19/20 Budget:	\$ 96,000	FY19/20 Projected:	\$ 98,000



For FY20/21, three police vehicles are scheduled for replacement. All three will be marked patrol vehicles, and will be purchased through the Northwest Municipal Joint Purchasing Cooperative. Delivery of the vehicles ordered in FY19/20 is expected prior to the end of the fiscal year. The cost for this year’s purchase is \$98,000.

**82-03-7-706 In-Car Computer Terminals**

**\$ 0**

FY17/18 Actual:	\$ 11,307	FY18/19 Actual:	\$ 7,205
FY19/20 Budget:	\$ 28,000	FY19/20 Projected:	\$ 28,100



The in-car computer has become an integral and essential piece of equipment for today's police officer. The computers provide for immediate notification of calls for service, suspect/crime information, and other police-related information. This equipment has proven to increase the efficiency and effectiveness of the Records, Communications (NERCOM), and Patrol Divisions. In-car computers have increased the potential for identifying stolen property and wanted persons, and have added a degree of safety to officers responding to calls and traffic stops by having pertinent information immediately available. These computers also allow the Woodstock Police Department to utilize the McHenry County Emergency 911 Board's Record Management System and in-car ticket-writing system that communicate with both the McHenry County Court System, as well as, the Woodstock Police Department's record systems; thereby, minimizing record-keeping redundancy and allowing for a paperless record-keeping system.

As budgeted, the fleet's computers were replaced during FY19/20, and are currently installed and in use.

**82-03-7-707 HVAC Improvements**

**\$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 13,900



In FY19/20 the Police Department had one of their HVAC units fail, which was promptly replaced.

**82-03-7-708 Vehicle Equipment**

**\$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 4,653
FY19/20 Budget:	\$ 10,000	FY19/20 Projected:	\$ 21,000



This expenditure is to cover for all of the extraneous equipment and associated costs to up-fit the department's squad cars. Historically, much of the work associated with the up-fit of squad cars has been able to be completed utilizing the City's mechanics. However, due to workloads and manpower issues in FY19/20, much of the work was completed by a civilian vendor.

Currently, all of the department's squad cars have been equipped and are available for service.

**82-03-7-719 In-Car/Body Video Cameras**

**\$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 77,915
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0



Continuing to adhere to the principles of transparency in police work and maintaining a high level of trust with the community, the City has equipped its police vehicle fleet with in-car video cameras and its Police Officers with body-worn cameras. The current generation of cameras was beginning to reach end of life. Additionally, technological advances had reached the point where in-car cameras can be synchronized and integrated with police body-worn cameras. Lastly, although not originally requested or budgeted for during FY18/19, a grant opportunity had presented itself that would cover a majority of the cost of the program on a reimbursement basis, so WPD Administration, with approval, moved forward on the project forthwith.

The cost of this project included all of the hardware necessary, as well as, the cost of installation on eleven (11) patrol vehicles for in-car cameras, as well as, forty (40) body-worn cameras for each sworn officer and the equipment necessary to download the videos captured on the in-car and body cameras to a retrievable data source.

**82-03-7-721 Electronic Control Weapons**

**\$ 0**

FY17/18 Actual:	\$ 71,875	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0



Funding was provided in FY17/18 to equip the men and women of the Woodstock Police Department with another option to balance out the “Use of Force Continuum.” The Taser by Axon was purchased and provides another option to balance that continuum. By providing this system to all of our sworn officers, we are meeting our responsibility to provide to the best of our ability for the well-being and safety of both the officers and the citizens we serve.

**82-03-7-722 Police Facility Improvements**

**\$ 15,000**

FY17/18 Actual:	\$ 14,243	FY18/19 Actual:	\$ 14,580
FY19/20 Budget:	\$ 15,000	FY19/20 Projected:	\$ 17,000



In FY19/20, the entire Police Department building’s light fixtures were upgraded to LED. In FY20/21, funding has been requested to continue to make improvements to the building, as needed.

**82-03-7-724 Security Surveillance for Square**

**\$ 80,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0



It is well-accepted that the Woodstock Square is the literal, and figurative, center of our community; its importance is acknowledged by all members of the Police Department. The Square frequently does exactly what it was intended to do; draw people to the center of town to gather peaceably as a society. However, on occasion, there are members of society that do not adhere to the norms by behaving contrary to City ordinances or State statutes.

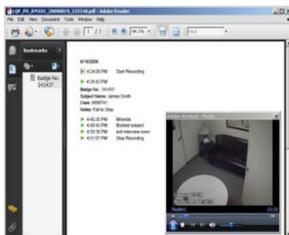
Additionally, it is not reasonable or sustainable to have Woodstock Police Officers spend entire work shifts within the Square to ensure its tranquility. The officers on patrol need technological assistance in gathering and preserving potential video evidence of law-breaking citizens within the Square area.

The request is to equip the Square’s public areas with CCTV security surveillance cameras to ensure the region is adequately and equitably covered. It is estimated that to initiate this project, \$80,000 will be required. However, grant funding will significantly offset the budgeted amount for this project.

**82-03-7-725 Recording System – Investigations**

**\$ 20,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0



The purpose of this project is to replace the aged unit that is currently in the Investigations Division. Capturing video/audio interviews in certain investigations is not only good practice, but also legally mandated for certain suspected crimes. The recording apparatus currently in place is cobbled from several electronic devices dating from the late ‘90s, which require several non-intuitive steps to obtain the recording. The goal of this project is to modernize and simplify the system so that human error can be eliminated in capturing vital interview evidence.

**82-03-7-726 Patrol Rifles**

**\$ 10,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0



The current inventory of Patrol Rifles is approaching their fifteenth year of service with Woodstock PD. The current range masters have done a phenomenal job at maintaining the rifles, but they are becoming aged with the deployment in Patrol vehicles and for live-fire training exercises at the range.

**82-06-7-703 Playground Equipment**

**\$ 85,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 75,000	FY19/20 Projected:	\$ 82,700



In FY19/20 the City had scheduled the replacement of the playground equipment at Tara Drive Park. The average life of a play structure is 14-16 years and the Tara Drive equipment was nearing 23 years of service.

Having been installed in 2000, tot lot equipment at Emricson Park is scheduled for evaluation and replacement in FY20/21.

**82-06-7-713 Resealing Courts**

**\$ 65,000**

FY17/18 Actual:	\$ 24,980	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 65,000	FY19/20 Projected:	\$ 0



In FY19/20 funds were approved to recondition the surface on two (2) City-owned tennis courts at Olson Park. Because of weather, workload, and the fact that key positions within Public Works were vacant, this project will be moved to be completed in FY20/21.

**82-06-7-722 Peace Park**

**\$ 0**

FY17/18 Actual:	\$ 30	FY18/19 Actual:	\$ 6,459
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0

In partnership with The Land Conservancy of McHenry County, the City of Woodstock was awarded \$7,500 from ComEd/Openlands' 2017 Green Region program to establish a pollinator garden to nurture Monarch butterflies and other threatened insect species. The competitive awards program supported 25 conservation-related projects in ComEd's northern Illinois service area, chosen from 76 applications submitted.



In addition to the creation of this new in-town site, funding is also being used to improve Westwood Conservation Area, installing boardwalks across marshy areas, which have limited visitors' enjoyment of this retreat in southwestern Woodstock, and adding pollinator plant seedlings in that more rural atmosphere. In general, expenditures in this line item covered the cost of mulch for the garden, limestone screenings for a path around the garden's interior, educational bilingual signage, and some wood materials to construct the boardwalk in the Westwood Conservation Area.

**82-06-7-724 Lighting & Fence Improvements**

**\$ 50,000**

FY17/18 Actual:	\$ 36,680	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 50,000	FY19/20 Projected:	\$ 46,400



Funds requested in FY19/20 were used to complete fence replacements for the outfields on Dream Field, Field B, and Field C in Emricson Park.

One of the MUSCO Field lights at Bates Park exploded. The explosion carried electrical current back to the control panel and caused failure to an electrical component in that panel. The failure has been traced to a solenoid. In order to fix this potential problem it is being recommended that the current dry solenoid be replaced to oiled components. It is recommended that funds be appropriated in FY20/21 to get the remaining dry-type solenoids upgraded to an oiled type.

**82-06-7-726 Picnic Pavilions**

**\$ 15,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0



Picnic pavilions are one of the most important parts of the overall quality of the park facilities provided for our residents. They are used by a wide variety of organizations, family groups, and individuals, and provide an opportunity for users to plan and hold all types of gatherings. With five pavilions available, there are approximately 250-270 picnic shelter reservations received by the City each year involving thousands of participants. Funding is requested to

purchase shingles, paint and lumber for normal upkeep and maintenance of pavilions and shelters throughout the park system.

**82-06-7-728 Park Pavement Resurfacing**

**\$ 100,000**

FY17/18 Actual:	\$ 105,000	FY18/19 Actual:	\$ 17,080
FY19/20 Budget:	\$ 100,000	FY19/20 Projected:	\$ 100,000



In FY19/20, the City opened bids to resurface the Ryders Woods Parking Lot off Kimball Avenue. The parking lot is in a failed condition and the base material along with the remaining asphalt will be ground up, modified, and be reused as the new road bed. This work was not completed in calendar year 2019 and it is

hopeful that it can be completed by April 30, 2020, but that will be dependent upon favorable early spring weather.

Funds requested in FY20/21 will be used to resurface existing paved areas in Emricson

Park that are in a failed condition. Other work within this line item could include crack sealing, Reclamite, or other pavement preservation techniques.

**82-06-7-729 Park Building Improvements \$ 70,000**

FY17/18 Actual: \$ 0 FY18/19 Actual: \$ 0  
 FY19/20 Budget: \$ 90,000 FY19/20 Projected: \$ 30,000



In FY19/20 funds were requested to pay for the demolition of the existing maintenance building at Emricson Park that is used to house Parks Division maintenance equipment and supplies. Emricson Park is the City's premier park site supported by a large number of user groups and it is the home for the Woodstock Water Works Facility. The existing masonry building has outlived its useful life and funds to repair it would surpass its current value. Funds will pay for the demolition of the existing facility, construction of a new pole barn style building and the re-installation of utilities.

In FY20/21 funds are requested for pavilion maintenance and building improvements at Bates Park. Funds will be spent to upgrade doors, paint trim, and make improvements to the public restrooms.

**82-06-7-730 Ball Field Improvements \$ 15,000**

FY17/18 Actual: \$ 3,360 FY18/19 Actual: \$ 26,110  
 FY19/20 Budget: \$ 15,000 FY19/20 Projected: \$ 13,400



Funds in FY19/20 were used to improve playability to Fields 1 thru 7 at Merryman Park and Fields 3 and 4 at Bates Park. Activity included, but was not limited to, the addition of ballfield mix, installation of new sod, the removal of lips along the base paths, and improved field drainage. In FY20/21 funds are requested to complete improvements to Field #5 at Bates Park.

**82-06-7-731 Hennen Conservation Area Property \$ 0**

FY17/18 Actual: \$ 0 FY18/19 Actual: \$ 8,875  
 FY19/20 Budget: \$ 0 FY19/20 Projected: \$ 0



The roof on the Hennen property barn is very weathered and has begun to flake off. In FY18/19 the roof on the detached garage was replaced. Shingles were getting brittle and with high winds, shingles were blowing off the roof.

**82-06-7-732 Emricson Park Electrical Grid**

**\$ 40,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 20,000	FY19/20 Projected:	\$ 4,900



In FY19/20 funds were used to replace cross arms on some existing poles providing electrical service for lights at the tennis courts and a few of the ballfields at Emricson Park. Another section of overhead wires was knocked down from branches falling off oak trees, which the wire runs through.

Funds requested in FY20/21 will provide an underground electrical service from the pad-mounted transformer near the backstop on Field A to the park shop. This service shall include labor and material to install wire and conduit. This activity would eliminate a section of overhead wiring running between the Main Pavilion and the Park Shop. This portion of overhead wiring will be removed as part of this project.

**82-06-7-733 Park Land Acquisition**

**\$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 3,500
FY19/20 Budget:	\$ 27,000	FY19/20 Projected:	\$ 25,600



A parcel of vacant land just west of the South Street entrance to Emricson Park became available for purchase in 2019. The parcel had been marketed as suitable for single-family residential development. The City felt that the construction of a home at this close juncture to the park entrance would compromise the integrity of the highly-used park entrance and decided to purchase the parcel.

**82-07-7-701 Streets-Dump Truck Replacement**

**\$ 0**

FY17/18 Actual:	\$ 180,040	FY18/19 Actual:	\$ 204,101
FY19/20 Budget:	\$ 190,000	FY19/20 Projected:	\$ 188,800



In FY19/20 the City purchased a new dump truck through a Sourcewell contract involving Bonnell Industries, Dixon, IL. This truck replaced truck #7, a 2006 International 7400 series dump truck, which provided service to the City for more than 14 years.

**82-07-7-704 Parks-Vehicle Replacement**

**\$ 45,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 33,957
FY19/20 Budget:	\$ 70,000	FY19/20 Projected:	\$ 64,100



The FY19/20 budget provided for the purchase of a replacement pickup and a new van for use by the new Facility Foreman. The division desired a smaller, more maneuverable truck, with a low-load bed to ease lifting and transport of garbage, materials, and supplies. The van was purchased from Currie Motors off the Suburban Purchasing Contract. The division desired a full-sized van with a

cargo load area and trailer hitch for towing compressors, generators, or equipment trailers.

In FY20/21, Truck #23 is a 2006 International 7400 CDL dump truck with a wing plow upfit that will be fifteen-years old and is proposed to be replaced.

**82-07-7-707 Streets-Equipment Replacement**

**\$ 50,000**

FY17/18 Actual:	\$ 32,197	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0



Replacement of a 15-year old 2006 model year Volvo MC90 skid steer.

**82-07-7-713 Streets-Vehicle Replacement**

**\$ 40,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 43,509
FY19/20 Budget:	\$ 105,000	FY19/20 Projected:	\$ 93,300



In FY19/20 the City purchased a 2020 model year Ford F550 crew cab one-ton dump truck. This vehicle replaces two pickups, trucks #2 and #103.

In FY20/21, pickup truck #14, a 2008 Chevrolet pickup, is scheduled to be replaced.

**82-07-7-720 Parks-Equipment Replacement****\$ 53,000**

FY17/18 Actual:	\$ 12,691	FY18/19 Actual:	\$ 30,933
FY19/20 Budget:	\$ 30,000	FY19/20 Projected:	\$ 29,200



The Parks Division purchased two new zero-turn mowers in FY19/20 to replace the 2004 and 2007 model year units. The Parks Division Superintendent saw the need for a unit capable of mowing wet, marshy areas or areas with challenging terrain, so an Altoz TRX 766i tracked zero-turn mower was purchased. The second unit purchased was a Kubota ZD1021-60 zero-turn mower

with a sixty-inch deck.

In FY20/21, it is proposed that Equipment #153, #157, and #164A are to be replaced. Equipment #153 is an aged small utility vehicle used at Emricson Park to assist with ballfields and will be 19-years old at time of replacement. Equipment #157 is a front-mount mower with provisions for snow duty with a broom and heater cab that will be 14-years old at time of replacement. Vehicle #164A is the gang mower in use at Merryman Fields Park, currently showing signs of age, requiring welding repairs to stressed areas. This unit will be 15-years old at time of replacement.

**82-07-7-722 Fleet-Vehicle Replacement****\$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 55,000	FY19/20 Projected:	\$ 59,100

In FY19/20 the City purchased a 2020 Ford F-350 with a fiberglass service body through the Suburban Purchasing Contract to replace a 2002 model year truck. The vehicle is expected to be delivered on or near the 1<sup>st</sup> of April, 2020. After the truck is delivered, it will be outfitted locally with a snow plow. The vehicle is used by the Fleet Division to complete road service calls and respond to emergency repairs.

**82-07-7-723 Building & Zoning Vehicle Replacement****\$ 22,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 22,000	FY19/20 Projected:	\$ 21,900



The Building & Zoning Department currently operate a fleet of vehicles used in their day-to-day operations. The department is responsible for municipal code enforcement, as well as building and plumbing inspections. Historically, Building & Zoning vehicles consisted of retired police cars and replaced motor pool vehicles, which have been expensive to maintain. Going

forward, it is the plan of the City to purchase a new vehicle instead. Therefore, in FY19/20 and 20/21, one new sport utility vehicle with all-wheel drive will be purchased.

FY17/18 Actual:	\$1,115,460	FY18/19 Actual:	\$1,716,294
FY19/20 Budget:	\$1,595,000	FY19/20 Projected:	\$2,226,000



This line item pays for activity related to street resurfacing. Calendar year 2019 went down in history as the third wettest year on record. Weather delayed the preliminary sewer televising work that was needed to finalize design engineering. The City opened bids on August 2, 2019. This is later than the City would have preferred; however, as it turns out contractors schedules were already

delayed because of unusually wet weather. The City awarded a contract to A Lamp Concrete Contractors, Inc., for a total amount not-to-exceed \$1,726,000. The City's 2019 Street Resurfacing Program is expected to be completed before April 30, 2020. That program includes the resurfacing of the following segments of residential streets:

Street	From	To
Aspen Drive	Entrance	Applewood Lane
Bull Valley Drive	Taurus Court	Oakmont Drive
Castle Road	IL Rt. 47	Willow Brooke Entrance
Dakota Ridge Drive	Entrance	Exit
Dane Street	Washington Street	Dacy Street + 500'
Lamb Road	Railroad Tracks	North to City Limits
Robert Drive	Thomas Drive	Carlisle Drive
Roosevelt Street	Lawndale Avenue	Oakwood Street
Short Street	Wicker Street	Railroad Tracks
Todd Avenue	Madison Street	IL R. 47
Wicker Street	IL Rt. 120	Railroad Tracks
Willow Avenue	Tappan Street	Walnut Drive
Ryders Woods Parking Lot	Off Kimball Avenue	

Other funds charged to this line item in FY19/20 include funds for construction engineering services, for televising services and the application of Reclamite (pavement preservation) on those streets resurfaced one to two years ago.

Another contract was approved in FY19/20 with Hampton, Lenzini, & Renwick, Inc., for an amount not-to-exceed \$947,040 for engineering services related to the design and construction engineering for resurfacing work that will be completed in FY20/21. Approximately \$600,000 will be paid in FY19/20 for design engineering services, which includes both infrastructure televising and pavement core sampling.

An inventory (Pavement Management Plan) for the condition of the streets throughout the community was completed by Consulting Engineers, Baxter & Woodman in 2015. The plan recommended that the City increase its annual expenditures to a total of \$5.0 - \$6.0 million dollars per year to incrementally improve the overall condition rating of City Streets. Despite the fact that the City has significantly increased its spending on resurfacing, it is still losing ground.

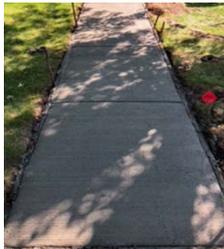
City streets deteriorate every year, and as they deteriorate, they become more expensive to repair. Unlike most other assets; streets experience an increase in deterioration rate at the tail end of their life rather than the beginning. When streets reach a Pavement Condition Index (PCI) near the lower end of “poor,” the deterioration exponentially increases, meaning their condition exponentially decreases and costs to repair severely increase. It is in the best interest of the City to improve streets that fall in this condition rating before they drop exponentially to save on that drastic increase in improvement costs.

As a result, in FY20/21, the City will increase revenue and address as many streets that fall within the lower end of “Fair” to “Poor” condition rating to avoid exponential cost increases in the future due to deterioration. The City will fund an enhanced resurfacing program focusing only upon the removal of the top layer of asphalt leaving the lower portion, followed by the placement of new asphalt, raising all streets that are improved in FY20/21 to a PCI rating of 100. Revenue for the resurfacing work will come from the sale of 2020 General Obligation bonds. The annual debt service cost is estimated to be \$636,000. Revenue for this debt service payment will be generated by transferring existing eligible costs to utilize \$340,000 in MFT collections (estimated City share) related to the \$0.19 cent/gallon increase imposed by the State of Illinois and a locally-administered \$0.03 cent/gallon increase. The combination of both revenue sources is anticipated to generate the necessary revenue for the aforementioned debt service payment.

**82-08-7-704 Sidewalk Construction**

**\$ 0**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 43,314
FY19/20 Budget:	\$ 25,000	FY19/20 Projected:	\$ 24,500



Safe and convenient areas for pedestrian travel are a stated goal of the City. This sidewalk replacement program encompasses either the repair, or removal and replacement of sections of concrete sidewalk and curb and uses a joint bid administered by the McHenry County Municipal Partnering Initiative (MC-MPI).

During 2019, this program yielded the removal and replacement of 3,122 square feet of sidewalk with an additional 113 lineal feet of curb and gutter removal and replacement.

In FY20/21, the payment of this work has been moved to the MFT Fund.

**82-08-7-710 Safe Routes to School (SRTS) Program**

**\$ 0**

FY17/18 Actual:	\$ 88,016	FY18/19 Actual:	\$ 7,362
FY19/20 Budget:	\$ 35,000	FY19/20 Projected:	\$ 0



A Federal Safe Routes to Schools (SRTS) grant cycle opened up in late 2018. In April, 2019 the City learned that its grant application for this funding cycle did not yield an award. Only 28 of 168 applications were funded in 2019. As a result, the City’s project has stalled and design engineering was not initiated.

82-08-7-725 Bike Path Extension

\$ 15,000

FY17/18 Actual:	\$ 4,000	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 15,000	FY19/20 Projected:	\$ 10,000



In 2018, the Transportation Commission began updating the Master Bicycle Plan. The Commission is working with the McHenry County Bicycle Advocates and local bicycle enthusiasts to determine how available funds can best be utilized to get started on marking out a bicycle network. This plan will need to have both short-term and long-term goals; however, low-cost options such as pavement marking and signage provide the community with the best opportunity for the creation of a short-term, inexpensive bicycle network. As such, money has been budgeted for this work.

82-08-7-726 Bike Path Extension

\$ 50,000

FY17/18 Actual:	\$ 77,454	FY18/19 Actual:	\$ 2,000
FY19/20 Budget:	\$ 50,000	FY19/20 Projected:	\$ 110,000

Based upon the recommendations of the Woodstock Square Streetscape Guidelines for improvements at the intersection of Lake/South/Madison, City staff entered this project into the McHenry County Council of Mayors Surface Transportation Program (STP) in 2013. The project remains as an approved project in the FYY 2016-2020 STP scheduled program.



The project is in Phase 2 with the acquisition of land for both permanent and temporary construction easements underway. At the present time, three of the six parcels to be acquired are complete. Two of the remaining three parcels are owned by the same party. The City has requested the State consider a Quick-Take Condemnation Bill for the remaining properties so it can proceed with construction. The City is hopeful that land acquisition certification would be completed by early winter 2020, resulting in a March 2021 construction letting. The McHenry County Council of Mayors call for STP projects opens back up in January 2020. The City plans to resubmit this project for programming, resulting in the possibility of receiving a maximum of \$1.5 million dollars of federal aid in constructing this intersection improvement.

FY19/20 end of year projections include costs for legal fees, land acquisition and engineering for the proposed roundabout.

**82-08-7-727 IL Route 47 IDOT Improvement**

**\$ 110,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 20,000



City staff met with the Illinois Department of Transportation (IDOT) in November 2019 to discuss improvements to IL Route 47 from US Route 14 to IL Route 120. This \$57.0 million dollar project is funded at the State level and the City needs to prepare for costs associated with General Fund activities such as the construction of sidewalks and recreation paths, the upgrade of light poles and fixtures, traffic signals, emergency vehicle pre-emption devices and the desired level of landscaping throughout the corridor. Funds will be required to help plan for these amenities and complete preliminary engineering as appropriate. IDOT has requested this information by June, 2020 so that the information can be included in final construction plans & specifications. The City will accrue costs for engineering in FY19/20 in order to get information to IDOT for inclusion in their final construction documents.

Funds requested in FY20/21 will be used for engineering associated with coordinating local plans for street lights, landscaping, and the relocation of storm sewer and fiber optic cable.

**82-08-7-728 Bridge Replacement**

**\$272,000**

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 2,021
FY19/20 Budget:	\$ 225,000	FY19/20 Projected:	\$ 41,800



Under the guidelines of the Federal Highway Administration (FHA), the City had the Melody Lane Bridge inspected on the usual twenty-four month schedule. The results from the inspection reveal that the City should begin making plans to replace this structure because it is in “poor condition.” Therefore, the City initiated Phase 1 design engineering for Melody Lane Bridge in March, 2019. At that time, Consulting Engineers Baxter & Woodman completed paperwork that is required for the dispersal of Federal STP – Bridge funding and the City has been given approval for grant funding, which will pay 80% of all engineering and construction costs. The City is still waiting; however, for the official agreement and signed documents. Once the paperwork is received, Phase 1 engineering will commence. Unfortunately there are examples whereby it takes one-year or longer to receive signed documents from Springfield. This being said, there is a chance that no funds will be expended until sometime in FY20/21.

82-08-7-730 Street Light Upgrades

\$ 0

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 30,000	FY19/20 Projected:	\$ 30,000



The City owns some street lights within the downtown, in City-owned parking lots and a few other locations within the City. The majority of the street lights; however, are owned and maintained by ComEd. In 2017, the City took advantage of a ComEd grant to have some of the City-owned lights converted to LED. Funds were provided in FY19/20 to upgrade the remaining light fixtures within the downtown to LED. ComEd is offering \$0.70 per watt, which was reduced in 2019, for lights upgraded to LED.

82-09-7-701 Storm Sewer Improvements

\$ 325,000

FY17/18 Actual:	\$ 326,553	FY18/19 Actual:	\$ 32,394
FY19/20 Budget:	\$ 375,000	FY19/20 Projected:	\$ 321,500



Funds were approved to relocate the Lawrence Avenue storm sewer from the rear yards to the public right-of-way. This project was bid along with a water main replacement project in order to receive better unit prices for construction. The project was first bid in August 2019 with the City receiving only one bid for the work. Bids were rejected and the project was re-bid accepting proposals for either open ditch or directional boring methods with bids due December 6<sup>th</sup>. This time bids were more favorable and the City moved forward with the project. Because of the mild winter season, the storm sewer installation was completed and fully functional by the 1<sup>st</sup> week of March 2020. Restoration in the form of curb and sidewalk replacement, and soil grading and seeding is still pending, but should be completed well before the end of FY19/20.

In addition to the Lawrence Avenue project, \$90,000 was approved in FY19/20 for design engineering associated with projects that would improve the Kimball Avenue Storm Water Management System. This work was initiated after some residents tributary to the Raintree detention basin expressed concerns over backyard flooding. Preliminary study results indicate significant surcharging occurs within the Raintree storm sewer, which happens to be one of the largest storm sewer network tributaries in the City. Once engineering is complete, the City will have to acquire some vacant/undeveloped land to build the first detention basin. Funds to construct the first basin has been included in the FY20/21 budget request.

82-09-7-709 I&I Improvements

\$ 0

FY17/18 Actual:	\$ 51,090	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 40,000	FY19/20 Projected:	\$ 10,000



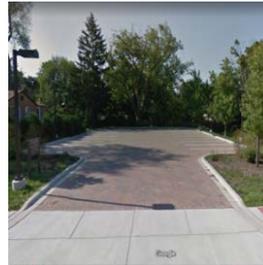
The storm sewer outlet pipe at the west end of Forest Avenue (leading into the William C. Donato Conservation Area) is partially plugged from sediment, which has filled in the outlet channel/swale that extends southwesterly thru the Conservation Area. This blockage causes water to sit in the pipe long after rainfall events have ended and essentially reduces the volume of water this storm sewer can carry during any type of rainfall event. Because this storm sewer services a very large drainage area, it was recommended that this channel be professionally cleaned in FY19/20. Evaluating this project even further it was determined that efforts could be made by Public Works staff with assistance and cooperation from The Land Conservancy to remove tree stumps and other items that have settled on top of the existing grade. If more work is required to change the existing grade, permits will have to be obtained in order to assure there is no negative impact on the wetland. Funds in FY19/20 paid for sewer cleaning and any charges imposed by The Land Conservancy for assistance.

82-09-7-710 Library Parking Lot Storm Water Detention

\$ 0

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 24,643
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0

Nine years ago, the City constructed a permeable parking lot with storm water detention beneath it in order to control some localized flooding. The storm water detention worked very well and it solved the localized flooding problem. Shortly after the parking lot was constructed, the City recognized very small areas throughout the lot that appeared to be settling. It was thought that this condition might occur on an infrequent basis for a period of time after construction; however, after further investigation, it was determined that aggregate material beneath the permeable pavers was entering the StormChamber sections due to the failure of a seal around the sidewalls of connecting pipes. City staff resealed the connecting pipes and reinstalled the brick pavers in FY18/19.



82-09-7-711 Sewer Television Equipment

\$ 0

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 14,875
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0

For more than a few years now, the City has cleaned and inspected sanitary and storm sewer pipes beneath streets that are to be resurfaced. The inspection part of this process requires televising equipment, which comes in several different styles. In FY18/19, Public Works purchased a quick view system and a jet-scan system for a total cost of \$32,000. One half of the cost was paid by the General Fund and the other half by the Utility Fund, since this represents shared equipment. Public Works believes that these systems will provide the necessary data for 80% of the issues that are encountered and it will also reduce and/or eliminate the need to contract out televising services. The City will be purchasing tablets to run this equipment and create a screen for which to view televising in real time at the job site.





Annual Budget  
FY20/21

# Revolving Loan Fund

## Revolving Loan Fund

In FY12/13, the City established a municipally-funded Revolving Loan Fund program with \$300,000 in initial capital. The Revolving Loan Fund program is designed for Woodstock-based start-ups, as well as emerging and expanding businesses. The Revolving Loan Fund (RLF) is a gap financing measure primarily used for development and expansion of small businesses. It is a self-replenishing pool of money, utilizing interest and principal payments on old loans to issue new ones. To date, the City has extended eight loans for a total of \$465,000. Two of these have been paid off, leaving six remaining.



### Objectives:

- Provide an avenue of encouraging economic development inside the City by providing low interest loans to eligible businesses.

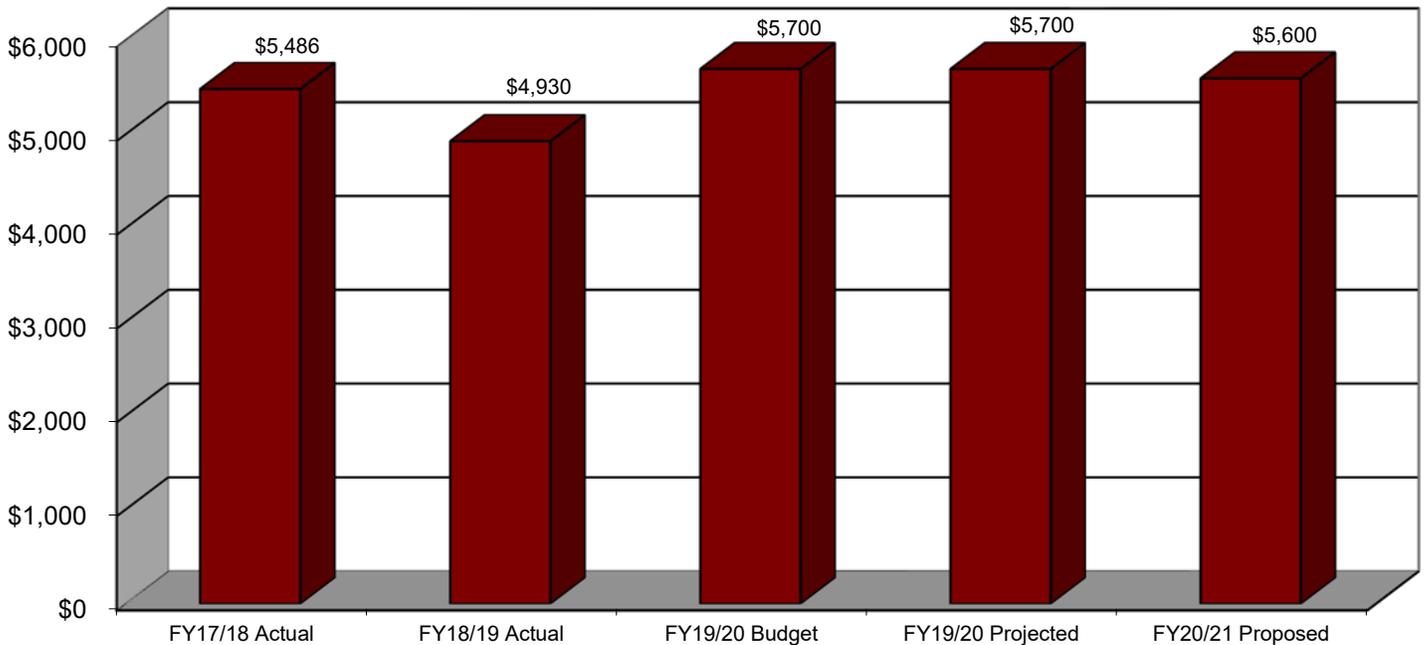
### Performance Measures:

Item	Goal	Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Estimated
Loan-to-Fund Ratio	Encourage the use of the funds available	Fund Total	\$ 313,000	\$ 316,800	\$ 322,100
		Amount Loaned	\$ 233,000	\$ 281,100	\$ 241,600
		Loan-to-Fund Ratio	74%	89%	75%
Number of Active Loans	Assist with the growth of small business partners	Number of Active Loans	6	7	6

**Revolving Loan Fund**

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
Beginning Fund Balance					\$ 283,600	\$ 289,300
<b>REVENUES</b>						
<b>OTHER</b>						
85-00-5-381	Interest Income	\$ 1,043	\$ 1,011	\$ 700	\$ 900	\$ 600
85-00-5-382	Loan Interest	4,443	3,919	5,000	4,800	5,000
<b>TOTAL OTHER</b>		<b>\$ 5,486</b>	<b>\$ 4,930</b>	<b>\$ 5,700</b>	<b>\$ 5,700</b>	<b>\$ 5,600</b>
<b>TOTAL REVENUES</b>		<b>\$ 5,486</b>	<b>\$ 4,930</b>	<b>\$ 5,700</b>	<b>\$ 5,700</b>	<b>\$ 5,600</b>
<b>EXPENSES</b>						
<b>OTHER</b>						
85-00-5-560	Uncollectable Loan Accounts	32,713	-	-	-	-
<b>TOTAL OTHER</b>		<b>\$ 32,713</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL REVOLVING LOAN FUND EXPENSES</b>		<b>\$ 32,713</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET INCREASE (DECREASE)</b>		<b>\$ (27,227)</b>	<b>\$ 4,930</b>	<b>\$ 5,700</b>	<b>\$ 5,700</b>	<b>\$ 5,600</b>
Ending Fund Balance					\$ 289,300	\$ 294,900

**BUDGET COMPARISON (Revenue)**



## Revolving Loan Fund Line Item Descriptions

### 85-00-5-381 Interest Income \$ 600

FY17/18 Actual:	\$ 1,043	FY18/19 Actual:	\$ 1,011
FY19/20 Budget:	\$ 700	FY19/20 Projected:	\$ 900
Budget to Proposed	-14.3% ▽	Projected to Proposed	-33.3% ▽

This line item represents anticipated interest income on the Revolving Loan Fund's (RLF) available balance.

### 85-00-5-382 Loan Interest \$ 5,000

FY17/18 Actual:	\$ 4,443	FY18/19 Actual:	\$ 3,919
FY19/20 Budget:	\$ 5,000	FY19/20 Projected:	\$ 4,800
Budget to Proposed	0.0%	Projected to Proposed	4.2% △

This account has been established for anticipated interest income generated by program loans.

### 85-00-5-560 Uncollectable Loan Accounts \$ 0

FY17/18 Actual:	\$ 32,713	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

This account has been established for anticipated uncollectable loan repayments from prospective borrowers. The amount reported in FY17/18 was required by the City's auditors to comply with accounting standards and establish an allowance for doubtful accounts.



Annual Budget  
FY20/21

# **Environmental Management**

## Environmental Management Fund

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In anticipation of the large cost of the cleanup of the former landfill (Superfund) site, the City implemented a tax in the late 1980s for that project and other projects related to waste disposal, special waste management, and environmental cleanup. The scope of the fund was subsequently expanded to include other environmental mandates and expenditures and, as such, this budget was renamed to the current Environmental Management Fund to accurately reflect its redefined intent to address other community-wide, environmentally-sensitive issues.



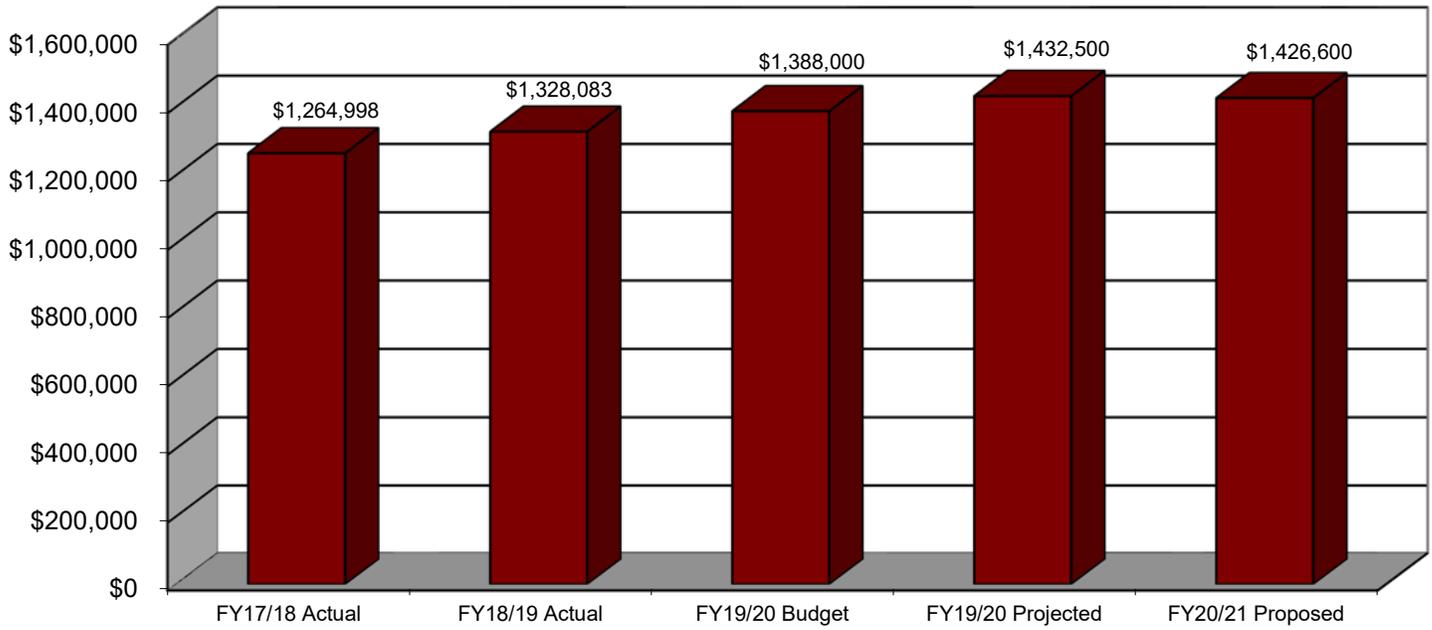
### FY19/20 Accomplishments

- Continued billing for residential garbage collection services.
- Paid 100% of the annual bond payment for improvements to the Davis Road Park, which is located on the former Superfund site.
- Completed the annual curbside collection of leaves for residents.
- Continued the partnership program with The Land Conservancy for the maintenance and enhancement of City-owned nature areas.
- Completed the required annual monitoring and maintenance of the landfill site and submitted the annual report to the USEPA.
- Funded the disposal of leaves collected curbside throughout the City.
- As recommended by the Environmental Commission, the City implemented a Community Garden on the Castle Road park site in FY1920. The initial buildout included twenty (20) raised beds.
- In October 2019, the City instituted an Ordinance implementing a program whereby a fee would be charged for single-use plastic bags that could be avoided with the use of reusable bags, with the intent to change consumer behavior. The program went into effect on January 1, 2020. This effort was the culmination of a joint effort between the Environmental Commission and the Cultural and Social Awareness Commission.

### FY20/21 Goals and Objectives

- Pay 100% of the annual bond payment for improvements to the Davis Road Park, which is located on the former Superfund site.
- Complete the annual curbside collection of leaves for our residents.
- Continue partnership program with The Land Conservancy for the maintenance and enhancement of City-owned nature areas.
- Complete the required annual monitoring and maintenance of the landfill site and submit the annual report to the USEPA.
- The City will expand the Community Garden site to include a total of thirty-seven (37) raised beds in FY20/21.
- The City will monitor the single-use plastic bag program targeted toward retail businesses in excess of 5,000 square feet. Revenue generated by this program will be deposited into this Environmental Management Fund.

## BUDGET COMPARISON



## Environmental Management Fund

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
Beginning Fund Balance					\$ 463,200	\$ 409,600
<b>REVENUES</b>						
<b>TAXES</b>						
90-00-1-311	Property Taxes	\$ 267,005	\$ 263,113	\$ 233,400	\$ 232,900	\$ 233,400
TOTAL TAXES		\$ 267,005	\$ 263,113	\$ 233,400	\$ 232,900	\$ 233,400
<b>SALES OF GOODS AND SERVICES</b>						
90-00-3-370	Refuse Sales Late Fees	\$ 25,887	\$ 24,757	\$ 25,300	\$ 27,500	\$ 27,700
90-00-3-371	Refuse Sales	1,174,184	1,250,290	1,274,400	1,297,000	1,316,500
TOTAL SALES OF GOODS AND SERVICES		\$ 1,200,071	\$ 1,275,047	\$ 1,299,700	\$ 1,324,500	\$ 1,344,200
<b>OTHER</b>						
90-00-5-379	Single Use Bag Fee	\$ -	\$ -	\$ -	\$ 10,000	\$ 20,000
90-00-5-381	Interest Income	4,839	7,820	9,000	10,800	8,000
90-00-5-386	Recycling Bag Donations	2,265	806	1,000	-	-
TOTAL OTHER		\$ 7,104	\$ 8,626	\$ 10,000	\$ 20,800	\$ 28,000
<b>TOTAL REVENUES (BEFORE TRANSFERS)</b>		<b>\$ 1,474,180</b>	<b>\$ 1,546,786</b>	<b>\$ 1,543,100</b>	<b>\$ 1,578,200</b>	<b>\$ 1,605,600</b>
<b>TRANSFERS (TO)/FROM OTHER FUNDS</b>						
90-00-9-914	Transfer to Debt Service Fund	\$ (202,600)	\$ (199,300)	\$ (199,300)	\$ (199,300)	\$ (195,700)
TOTAL TRANSFERS (TO)/FROM OTHER FUNDS		\$ (202,600)	\$ (199,300)	\$ (199,300)	\$ (199,300)	\$ (195,700)
<b>TOTAL REVENUES (AFTER TRANSFERS)</b>		<b>\$ 1,271,580</b>	<b>\$ 1,347,486</b>	<b>\$ 1,343,800</b>	<b>\$ 1,378,900</b>	<b>\$ 1,409,900</b>
<b>EXPENSES</b>						
<b>CONTRACTUAL SERVICES</b>						
90-00-5-506	USEPA Oversight	\$ 1,692	\$ -	\$ 2,500	\$ 33,300	\$ 4,000
90-00-5-537	Printing	5,118	5,086	5,200	5,400	5,600
90-00-5-560	Waste Disposal Service	31,838	54,367	70,000	45,000	60,000
90-00-5-561	Residential Waste Disposal	1,150,848	1,222,232	1,247,500	1,285,900	1,305,200
90-00-5-570	Yard Waste Disposal	16,846	13,910	15,000	15,100	18,000
90-00-5-703	Wetlands Maintenance/Improvement	11,580	19,700	15,000	15,000	17,000
90-00-5-704	Landfill	27,000	11,000	31,000	31,000	15,000
TOTAL CONTRACTUAL SERVICES		\$ 1,244,922	\$ 1,326,295	\$ 1,386,200	\$ 1,430,700	\$ 1,424,800
<b>COMMODITIES</b>						
90-00-6-606	Recycling Bags	\$ 393	\$ -	\$ -	\$ -	\$ -
90-00-6-609	Alternate Ice Control Methods	17,895	-	-	-	-
90-00-6-610	Environmental Education Program	1,788	1,788	1,800	1,800	1,800
TOTAL COMMODITIES		\$ 20,076	\$ 1,788	\$ 1,800	\$ 1,800	\$ 1,800
<b>TOTAL ENVIRONMENTAL MANAGEMENT EXPENSES</b>		<b>\$ 1,264,998</b>	<b>\$ 1,328,083</b>	<b>\$ 1,388,000</b>	<b>\$ 1,432,500</b>	<b>\$ 1,426,600</b>
<b>NET INCREASE (DECREASE)</b>		<b>\$ 6,582</b>	<b>\$ 19,403</b>	<b>\$ (44,200)</b>	<b>\$ (53,600)</b>	<b>\$ (16,700)</b>
Ending Fund Balance					\$ 409,600	\$ 392,900

## Environmental Management Line Item Descriptions

### 90-00-1-311 Property Taxes \$ 233,400

FY17/18 Actual:	\$ 267,005	FY18/19 Actual:	\$ 263,113
FY19/20 Budget:	\$ 233,400	FY19/20 Projected:	\$ 232,900
Budget to Proposed	0.0%	Projected to Proposed	0.2% <span style="color: green;">△</span>

This line item includes property tax revenue received through the garbage property tax levy for waste disposal and environmental management costs.

### 90-00-3-370 Refuse Sales Late Fees \$ 27,700

FY17/18 Actual:	\$ 25,887	FY18/19 Actual:	\$ 24,757
FY19/20 Budget:	\$ 25,300	FY19/20 Projected:	\$ 27,500
Budget to Proposed	9.5% <span style="color: green;">△</span>	Projected to Proposed	0.7% <span style="color: green;">△</span>

Revenues for late payment (penalty) charges are separated from the normal billing revenues and assigned to this line item.

### 90-00-3-371 Refuse Sales \$ 1,316,500

FY17/18 Actual:	\$ 1,174,184	FY18/19 Actual:	\$ 1,250,290
FY19/20 Budget:	\$ 1,274,400	FY19/20 Projected:	\$ 1,297,000
Budget to Proposed	3.3% <span style="color: green;">△</span>	Projected to Proposed	1.5% <span style="color: green;">△</span>

Garbage collection throughout the City of Woodstock is provided by MDC Environmental Services. The City bills for the monthly toter service from MDC. This decision was reached after the City ratified its new contract with MDC that offered a reduced monthly rate if the City billed for this service.

### 90-00-5-379 Single Use Bag Fee \$ 20,000

FY17/18 Actual:	\$ 0	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 10,000
Budget to Proposed	N/A	Projected to Proposed	100.0% <span style="color: green;">△</span>

The City instituted a single-use bag fee as of January 1, 2020 in order to reduce the number of single-use bags being used throughout Woodstock. Since this initiative was meant to help the environment, it was decided to report this revenue in the Environmental Management Fund to initially repay the City for the reusable bags distributed to the residents in previous fiscal years.

### 90-00-5-381 Interest Income \$ 8,000

FY17/18 Actual:	\$ 4,839	FY18/19 Actual:	\$ 7,820
FY19/20 Budget:	\$ 9,000	FY19/20 Projected:	\$ 10,800
Budget to Proposed	-11.1% <span style="color: red;">▽</span>	Projected to Proposed	-25.9% <span style="color: red;">▽</span>

Interest earned on money within this fund is retained and included as revenue.

**90-00-5-386 Recycling Bag Donations \$ 0**

FY17/18 Actual:	\$ 2,265	FY18/19 Actual:	\$ 806
FY19/20 Budget:	\$ 1,000	FY19/20 Projected:	\$ 0
Budget to Proposed	-100.0% ▽	Projected to Proposed	N/A

Beginning January 1, 2020, the City will be collecting a fee for each plastic bag sold in retail stores operating in a space larger than 5,000 square feet. This account records the donations received by individuals and organizations in support of the City’s reusable bag initiative.

**90-00-9-914 Transfer to Debt Service Fund (\$ 195,700)**

FY17/18 Actual:	(\$ 202,600)	FY18/19 Actual:	(\$ 199,300)
FY19/20 Budget:	(\$ 199,300)	FY19/20 Projected:	(\$ 199,300)
Budget to Proposed	-1.8% ▽	Projected to Proposed	-1.8% ▽

The City issued \$2.8 million in Alternate Revenue Bonds to transform the City’s landfill site into the Davis Road Park Soccer Complex, which included the construction of six soccer fields, adequate parking, and a storage building.

The Environmental Management Fund originally was responsible for 80% of the annual bond payments corresponding to the remediation requirements associated with the project. The remaining 20% of the payment was derived from the Park Development Fund. However, as a result of the very drastic slowdown in new housing construction, the annual revenue within the Park Development Fund cannot support 20% of the annual debt payment. As a result, 100% of the annual bond payment for the Davis Road Park development is currently being paid from this budget. The final repayment of these bonds is scheduled to occur in 2025.

**90-00-5-506 USEPA Oversight \$ 4,000**

FY17/18 Actual:	\$ 1,692	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 2,500	FY19/20 Projected:	\$ 33,300
Budget to Proposed	60.0% △	Projected to Proposed	-88.0% ▽

USEPA annually charges the cost of their staff time, overhead, and consultants to oversee the Superfund landfill site. In February 2020, the City received an invoice covering costs accrued by the USEPA for a period beginning November 1, 2018 and ending October 31, 2019. The USEPA has new staff members overseeing the landfill, and as a result the City was required to reimburse them to review the past records and documents so they can get familiar with the project.

**90-00-5-537 Printing \$ 5,600**

FY17/18 Actual:	\$ 5,118	FY18/19 Actual:	\$ 5,086
FY19/20 Budget:	\$ 5,200	FY19/20 Projected:	\$ 5,400
Budget to Proposed	7.7% △	Projected to Proposed	3.7% △

The City bills for monthly toter service after MDC Environmental Services offered the City a reduced rate to provide this service. As part of billing for monthly toter

service, the City decided to outsource the printing of its water & sewer bills, which includes monthly totter service, to a third-party biller to eliminate using post cards. Part of the reduced rate received by the City is used to pay for the printing of the bills, which is funded by this line item.

<b>90-00-5-560 Waste Disposal Service</b>		<b>\$ 60,000</b>	
FY17/18 Actual:	\$ 31,838	FY18/19 Actual:	\$ 54,367
FY19/20 Budget:	\$ 70,000	FY19/20 Projected:	\$ 45,000
Budget to Proposed	-14.3% ▽	Projected to Proposed	33.3% △

This line item is for the cost to dispose of material collected from public rights-of-way and public property. This includes bags of garbage, furniture, appliances, and other debris thrown out along the roadways. Costs for routine garbage disposal from City property, such as the park trash cans, debris from water treatment, wastewater treatment, and the Public Works garage, are not included within this line item.

Other costs include special disposal needs (materials and products that cannot be disposed of at a landfill without special precautions) from City property. This includes, but is not limited to, oil dry absorbents, waste oil rags, fluorescent light bulbs and street sweeping debris. Additional funds in this line item cover the cost to dispose of televisions and computer monitors collected from the public right-of-way. Disposal of these items now incurs a cost, as options for free collection have disappeared with the constriction of that market.

<b>90-00-5-561 Residential Waste Disposal</b>		<b>\$ 1,305,200</b>	
FY17/18 Actual:	\$ 1,150,848	FY18/19 Actual:	\$ 1,222,232
FY19/20 Budget:	\$ 1,247,500	FY19/20 Projected:	\$ 1,285,900
Budget to Proposed	4.6% △	Projected to Proposed	1.5% △

The City started billing for monthly totter service after MDC Environmental Services offered the City a reduced rate to provide this service. The cost of providing the monthly totter service is recorded in this line item. The revenue from residents that offset this cost is recorded in line item 90-00-3-371.

<b>90-00-5-570 Yard Waste Disposal</b>		<b>\$ 18,000</b>	
FY17/18 Actual:	\$ 16,846	FY18/19 Actual:	\$ 13,910
FY19/20 Budget:	\$ 15,000	FY19/20 Projected:	\$ 15,100
Budget to Proposed	20.0% △	Projected to Proposed	19.2% △

This line item includes the cost for leaf disposal, overtime costs for leaf collection and temporary labor costs for leaf collection. City employee labor costs associated with leaf collection during the normal work week are paid from the respective Public Works division and previously reimbursed through the transfer from the Environmental Management Fund to the City's General Fund. Staff solicited bids for leaf disposal services in 2017 with options for two - one year renewals at the same unit price. In 2020, the City will let bids and it is anticipated that there will be an increase in the unit price for leaf disposal.

**90-00-5-703 Wetlands Maintenance/Improvement \$ 17,000**

FY17/18 Actual:	\$ 11,580	FY18/19 Actual:	\$ 19,700
FY19/20 Budget:	\$ 15,000	FY19/20 Projected:	\$ 15,000
Budget to Proposed	13.3% $\Delta$	Projected to Proposed	13.3% $\Delta$

The City has partnered with The Land Conservancy (TLC) to assist with the maintenance and improvement of City-owned nature areas based on site specific management plans. This line item is to reimburse TLC for the cost to maintain and improve City-owned nature areas in accordance with the management plans. The Land Conservancy has not increased costs for the service they provide for a number of years. In addition, the City has added two pollinator gardens in recent years that require more resources to maintain.

**90-00-5-704 Landfill \$ 15,000**

FY17/18 Actual:	\$ 27,000	FY18/19 Actual:	\$ 11,000
FY19/20 Budget:	\$ 31,000	FY19/20 Projected:	\$ 31,000
Budget to Proposed	-51.6% $\nabla$	Projected to Proposed	-51.6% $\nabla$

This line item includes the cost to complete the annual monitoring, inspection and maintenance of the landfill site. These activities must be documented and submitted in an annual report to the USEPA. Also, sampling and testing is a biennial requirement, which explains year-to-year cost variations.

Following the 2016 landfill inspection, the USEPA approved the closure of a monitoring well on the north end of the property. This action confirms staff's observations with relation to ground water sample concentrations. These results have moved this site to a low priority within the USEPA Superfund program.

**90-00-6-606 Recycling Bags \$ 0**

FY17/18 Actual:	\$ 393	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

The City Council approved an order to purchase 15,000 reusable bags during their August 16, 2016 meeting. On Earth Day in 2016, each confirmed residential household within the City (approximately 9,000) received one bag free of charge. Some of the remaining bags were sold for a nominal fee; however, the majority of the reusable bags were distributed to customers of large retailers in celebration of Earth Day in 2019.

**90-00-6-609 Alternate Ice Control Methods \$ 0**

FY17/18 Actual:	\$ 17,895	FY18/19 Actual:	\$ 0
FY19/20 Budget:	\$ 0	FY19/20 Projected:	\$ 0
Budget to Proposed	N/A	Projected to Proposed	N/A

Funding for this material was transferred to the Street Division Budget in FY18/19 and then to the Motor Fuel Tax Budget in FY20/21.

90-00-6-610 Environmental Education Program \$ 1,800

FY17/18 Actual:	\$ 1,788	FY18/19 Actual:	\$ 1,788
FY19/20 Budget:	\$ 1,800	FY19/20 Projected:	\$ 1,800
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This program funds recycling and environmental education classes through the McHenry County Schools Environmental Education Program. This program serves all D200 schools and St. Mary's School, which helps to support the City's 2020 Vision Plan goals related to environmental issues and stewardship.



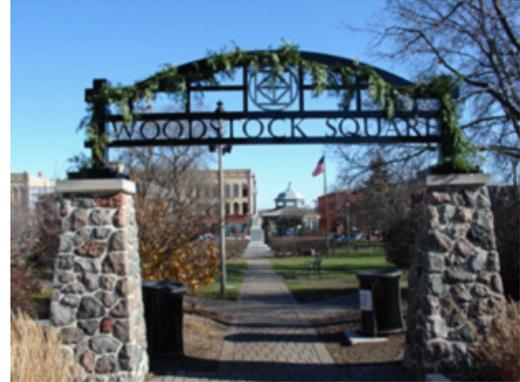
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# Hotel Motel Tax

## Hotel/Motel Tax Fund

The City of Woodstock implemented a 5% Hotel/Motel Tax to be levied from the renting, leasing, or letting of rooms to persons living in accommodation establishments for periods of less than 30 days. While as a Home Rule municipality, the City can use these funds for any City expense, City Council has adopted a self-imposed restriction to use these revenues to fund only those organizations or activities that promote tourism, conventions, and other special events within the City that generate overnight stays.

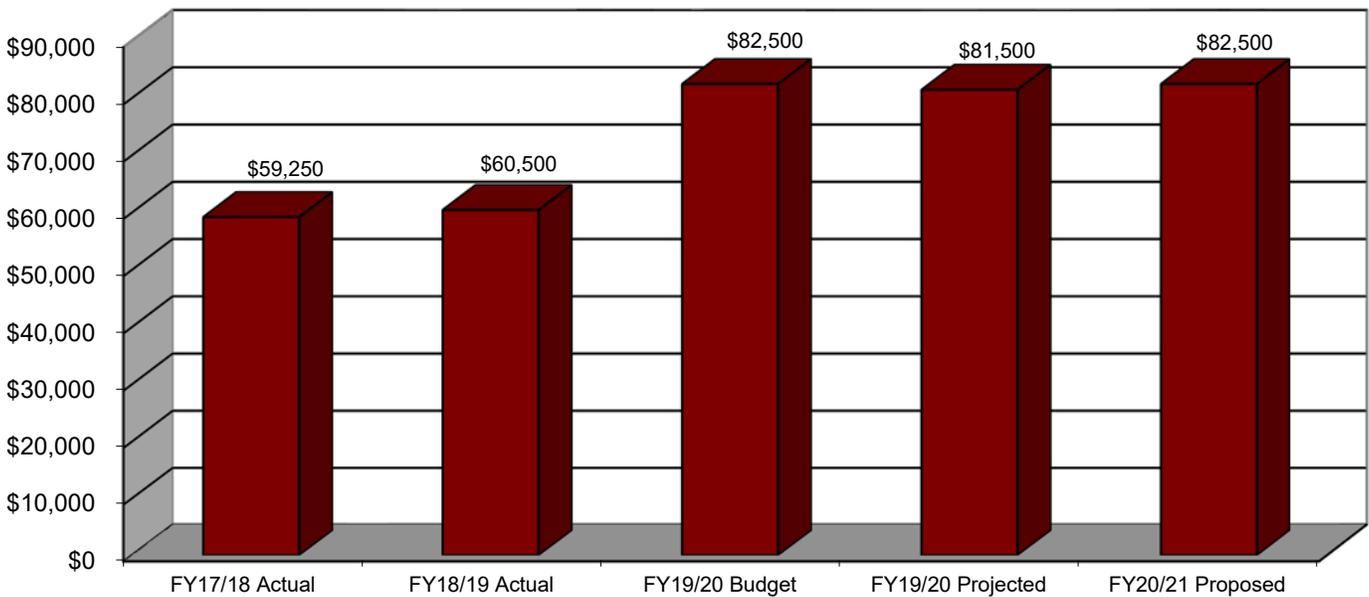
Each year the City Council identifies organizations that will promote tourism, conventions, and other special events and allocates funds based on collections received in the prior year.



### Objectives:

- Track Hotel/Motel tax so that it is used in accordance with Illinois Statutes.
- Allocate Hotel/Motel tax in such a manner that maximizes and encourages visitors to conduct overnight stays within the City of Woodstock.

### BUDGET COMPARISON



## Hotel/Motel Tax Fund

Account Number	Account Description	FY17/18 Actual	FY18/19 Actual	FY19/20 Budget	FY19/20 Projected	FY20/21 Proposed
Beginning Fund Balance					\$ 114,500	\$ 114,500
<b>REVENUES</b>						
<b>TAXES</b>						
91-00-1-320	Hotel/Motel Taxes	\$ 85,538	\$ 91,119	\$ 89,000	\$ 98,500	\$ 89,000
TOTAL TAXES		\$ 85,538	\$ 91,119	\$ 89,000	\$ 98,500	\$ 89,000
<b>TOTAL REVENUES (BEFORE TRANSFERS)</b>		<u>\$ 85,538</u>	<u>\$ 91,119</u>	<u>\$ 89,000</u>	<u>\$ 98,500</u>	<u>\$ 89,000</u>
<b>TRANSFERS (TO)/FROM OTHER FUNDS</b>						
91-00-9-396	Transfer from General Fund	\$ 3,000	\$ 5,500	\$ 31,500	\$ 23,000	\$ 33,500
91-00-9-898	Transfer to Performing Arts Fund	(30,000)	(30,000)	(40,000)	(40,000)	(40,000)
TOTAL TRANSFERS (TO)/FROM OTHER FUNDS		\$ (27,000)	\$ (24,500)	\$ (8,500)	\$ (17,000)	\$ (6,500)
<b>TOTAL REVENUES (AFTER TRANSFERS)</b>		<u>\$ 58,538</u>	<u>\$ 66,619</u>	<u>\$ 80,500</u>	<u>\$ 81,500</u>	<u>\$ 82,500</u>
<b>EXPENSES</b>						
<b>CONTRACTUAL SERVICES</b>						
91-00-5-501	Council Disbursements	\$ 59,250	\$ 60,500	\$ 82,500	\$ 81,500	\$ 82,500
TOTAL CONTRACTUAL SERVICES		\$ 59,250	\$ 60,500	\$ 82,500	\$ 81,500	\$ 82,500
<b>TOTAL HOTEL/MOTEL TAX FUND EXPENSES</b>		\$ 59,250	\$ 60,500	\$ 82,500	\$ 81,500	\$ 82,500
<b>NET INCREASE (DECREASE)</b>		\$ (712)	\$ 6,119	\$ (2,000)	\$ -	\$ -
Ending Fund Balance					\$ 114,500	\$ 114,500

## Hotel Motel Tax Fund Line Item Descriptions

<b>91-00-1-320</b>	<b>Hotel/Motel Taxes</b>				<b>\$ 89,000</b>
	FY17/18 Actual:	\$ 85,538	FY18/19 Actual:	\$ 91,119	
	FY19/20 Budget:	\$ 89,000	FY19/20 Projected:	\$ 98,500	
	Budget to Proposed	0.0%	Projected to Proposed	-9.6% ▽	

This line item represents the funds collected through the Hotel/Motel tax.

<b>91-00-9-396</b>	<b>Transfer from General Fund</b>				<b>\$ 33,500</b>
	FY17/18 Actual:	\$ 3,000	FY18/19 Actual:	\$ 5,500	
	FY19/20 Budget:	\$ 31,500	FY19/20 Projected:	\$ 23,000	
	Budget to Proposed	6.3% △	Projected to Proposed	45.7% △	

In order to provide for additional funding to support community events, a transfer is provided by the General Fund.

**91-00-9-898 Transfer to Performing Arts Fund (\$ 40,000)**

FY17/18 Actual:	(\$ 30,000)	FY18/19 Actual:	(\$ 30,000)
FY19/20 Budget:	(\$ 40,000)	FY19/20 Projected:	(\$ 40,000)
Budget to Proposed	0.0%	Projected to Proposed	0.0%

This line item represents the annual transfer to provide supplemental funding for programming at the Opera House. In FY19/20, the transfer was raised to \$40,000.

**91-00-5-501 Council Disbursements \$ 82,500**

FY17/18 Actual:	\$ 59,250	FY18/19 Actual:	\$ 60,500
FY19/20 Budget:	\$ 82,500	FY19/20 Projected:	\$ 81,500
Budget to Proposed	0.0%	Projected to Proposed	1.2% <span style="color: red;">△</span>

This line item represents the remaining balance of Hotel/Motel tax funds, which are allocated to eligible not-for-profit corporations that have completed the application process and demonstrated the associated benefits to be derived by the community. In FY19/20, the funding level for the Woodstock of Chamber and Industry was increased from \$10,000 to \$30,000.



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# **Addendum A**

# **Glossary of Terms**

## ADDENDUM A – GLOSSARY OF TERMS

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**Accrual Basis** – A basis of accounting in which transactions are recognized at the time they are earned or incurred, as opposed to when cash is received or spent. This basis of accounting is utilized by Proprietary Funds and Pension Trust Funds.

**Alternate Revenue Bonds** – Bonds issued with a pledge of “the full faith and credit of the City,” but repaid using alternate revenue sources other than property taxes.

**Appropriation** – An authorization made by the City Council which permits the City to incur obligations to make expenditures for specific purposes.

**Assessed Valuation** - A value that is established for real property for use as a basis for levying property taxes (Note: Property values are established by the Township Assessors at 1/3 market value).

**Asset** – Resources owned or held by a government that have monetary value.

**Audit** – Illinois State Statue 50 ILCS 310 mandates that the City of Woodstock audit of all of its accounts within 180 days after the close of each fiscal year.

**Balanced Budget** – A budget in which estimated revenues and, in some cases, fund balance equal or exceed estimated expenditures.

**Bond** – A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. The most common types of bonds are General Obligation, Alternate Revenue, and Special Improvement District bonds. These are most frequently used to finance capital projects.

**Bond Proceeds** – The receipt from the issuance of bonds. Bond proceeds are restricted and can only be used for the purpose of the issuance.

**Bond Refinancing** – The payoff and re-issuance of bonds to obtain better interest rates and/or bond conditions.

**Budget** – A plan of financial operation for a specified period of time (fiscal year). The Annual Budget authorizes and provides the basis for control of financial operations during the fiscal year.

**Budget Amendment** – A procedure to revise a budget appropriation through an action by the City Council that increases/decreases the original budget amount due to an unforeseen expenditure that occurs during the fiscal year.

**Budgetary Basis**– This refers to the basis of accounting used to estimate financing sources and uses in the budget. There are three (3) primary bases for budgeting: Cash Basis, Modified Accrual Basis and Accrual Basis. The City of Woodstock does not use Cash Basis for any Funds within the budget.

**Budget Calendar** – The schedule of key dates or milestones which the City follows in the preparation, adoption and administration of the budget.

**Budget Document** – The instrument used by the City Administration to present a comprehensive financial program to the City Council.

**Budget Basis** – This refers to the form of accounting utilized throughout the budget process. These generally take one of four forms: GAAP, Cash, Modified Accrual or some type of statutory form. Budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP) except that (a) the Utility Fund is budgeted similar to a governmental fund, no amounts are included for depreciation, (b) investments in supply inventories are not considered to be appropriable, (c) only the payout for sick leave that exceeds 800 hours is budgeted in any fiscal year, other expenditures are recognized upon employee termination, and (d) interest income is budgeted based on the amount expected to be received and not the amount actually earned.

**Budgetary Control** – The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of authorized appropriations and available revenues.

**Capital Budget** – The appropriation of bonds or operating revenue for improvements to facilities and other infrastructure.

**Capital Expenditures** – An expenditure, which exceeds \$1,000, with a useful life of at least one year. Expenditures that are less than \$10,000 are charged through an individual Department's operating budget. Expenditures that exceed \$10,000 are included within the City's capital improvement program.

**Capital Improvement Program** – A plan for capital expenditures to provide long-lasting physical improvements to be incurred over a fixed period of several future years.

**Capital Improvement Program Budget** – A Capital Improvement Program (CIP) Budget is a separate budget from the operating budget. Items in the CIP are usually construction or renovation projects designed to improve the value of the government's assets. Examples of capital improvement include new roads, sewer lines, buildings, recreational facilities and large scale remodeling. The City Council receives a separate document that details the CIP costs for the upcoming fiscal years.

**Capital Outlay** – Expenditures which result in the acquisition of or addition to fixed assets.

**Cash Basis** – A basis of accounting in which transactions are recognized only when cash is increased or decreased.

**Commodities** – Costs related to items consumed in the course of providing services to the public. Commodities typically include costs for gasoline, heating fuel, electricity, materials, postage, supplies, and water & sewer.

**Contingency Fund** – A budgetary reserve fund used to set aside resources for emergencies or unforeseen expenditures not otherwise budgeted.

**Contractual Services** – Costs related to professional services and contractual agreements. Contractual Services typically include legal, printing, special studies, appraisals, publishing and refuse disposal.

**Debt Service** – The amount of interest and principal that the City must pay each year on long-term debt.

**Deficit** – The excess of a fund’s liabilities over its assets or the excess of expenditures over revenues during a single accounting period.

**Department** - A major administrative division of the City which indicates overall management responsibility for an operation or a group of related operations within a functional area.

**Depreciation** - A cost measurement of the service life of capital assets by charging specific periods that are benefited from the assets’ use.

**Employee Benefits** – This item includes costs for pensions, FICA, Medicare, and employee health/life insurance.

**Encumbrances** – The legal commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for future expenditure.

**Enterprise Fund** – A self-supporting government fund that sells goods and services to the public for a fee. The City’s Water and Sewer system are recorded as Enterprise Funds

**Estimated Revenue** – The amount of projected revenue to be collected during the fiscal year.

**Expenditure/Expense** – This term refers to the outflow of funds paid to obtain an asset, goods and/or services.

**Fiscal Year** – The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City of Woodstock has specified May 1 to April 30 as its fiscal year.

**Fixed Assets** – Assets of long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.

**Full Faith and Credit** – A pledge of a government’s taxing power to repay debt obligations.

**Full Time** - Represents a personnel classification for a position that requires a 30-hour work week and is entitled to all City employee benefits.

**Fund** – A set of interrelated accounts to record revenues and expenditures associated with a specific purpose. Fund structure consists of Governmental Funds (e.g., General, Special Revenue, Debt Service, and Capital Projects Funds), Proprietary Funds (e.g., Enterprise Funds and Internal Service Funds) and Fiduciary Funds (e.g., Pension and Agency Funds).

**Fund Balance** – The difference between assets and liabilities. The beginning fund balance represents the residual funds brought forward from the previous year (ending balance).

**Fund Equity** – The difference between a fund’s assets and liabilities. Fund Equity is reported as Fund Balance for Governmental Funds and Net Assets for Proprietary Funds.

**Generally Accepted Accounting Principles (GAAP)** – Uniform minimum standards for financial accounting and reporting, encompassing the conventions, rules and procedures that define accepted accounting principles.

**General Government Revenues** – The revenues of a government other than those derived from and retained in enterprise, internal service and fiduciary funds. General Governmental Revenues include those from the General, Special Revenue, Debt Service, and Capital Projects Funds.

**General Obligation Bonds** - General Obligation Bonds have the pledge of the City’s “full faith and credit” and are usually repaid through the levy of a property tax.

**Governmental Fund** – These Funds are used to account for “governmental-type” activities. These activities are ones that are largely funded through non-exchange revenues, mostly taxes. Police, Building & Zoning, Economic Development, Parks, and Streets are some examples.

**Grant** – A contribution by the State or Federal governments or other organizations to support a particular function or project.

**Home Rule Community** – A community that is granted power pursuant to Article VII, Section 6, of the Illinois Constitution based on having a population over 25,000 people or by referendum of the residents of the City. The City of Woodstock is a Home Rule community as of January 10, 2017 as a result of having a population over 25,000.

**Home Rule Sales Tax** – An additional tax that can be instituted by the City Council on goods and certain services received within the City of Woodstock. This tax does not apply to the sales of titled or registered vehicle such as cars, trucks, motorcycles, or boats. It also does not also apply to certain food items along with prescription and non-prescription medicines and drugs.

**Impact Fees** – Fees imposed on new housing to accumulate resources for future expansion of City facilities to accommodate the growth in population. Currently, the City charges impact fees for Library, Parks, Police, Streets and Water & Sewer services.

**IMRF** –The Illinois Municipal Retirement Fund (IMRF) is a locally-funded plan that is centrally administrated. All employees of the City who work over 1,000 hours in a year, with the exception of sworn police officers, are required to be enrolled in IMRF. Employees who started working for the City of Woodstock prior to December 20, 2005, that are not sworn police officers, are required to be enrolled in IMRF if they work over 600 hours in a year.

**Income Taxes** – This line item represents the City’s portion of the State’s distribution of income taxes. At this time, 5.8% of individual income tax collections and 6.5% of corporate income tax collections collected by the State are distributed to local governments based on population.

**Index Crime Rate** – These are the eight crimes the FBI combines [by summation] to produce its annual crime index. These offenses include willful homicide, forcible rape, robbery, burglary, aggravated assault, larceny over \$50, motor vehicle theft, and arson.

**Interest Expenditures/Expense** – This cost is to compensate lenders for the use of their money and is normally paid on a semiannual basis.

**Interest Income** – Excess cash held in the City’s accounts are invested in different forms of securities and interest income is paid to the City to compensate it for the use of its funds.

**Interfund Transfer** – The movement of financial resources between funds of the same governmental entity.

**Internal Service Fund** – It is a fund used in governmental accounting to track goods or services shifted between departments on a cost reimbursement basis. The Health Insurance Fund is an example of one at the City of Woodstock.

**Levy** – To impose taxes for the support of government activities.

**Liability** – Expenditures and expenses incurred by the City but unpaid, and debt are reported as liabilities until paid.

**Limited Part Time** – An employee working less than 1,000 hours of service in any given year. This employee is not entitled to benefits such as health insurance or a pension, except for a few grandfathered employees per State Statute who are required to be enrolled in IMRF when over 600 hours.

**Line-Item Budget** – A budget prepared along Departmental lines that focuses on what is to be bought.

**Long-Term Debt** – Debt with a maturity of more than one year after the date of issuance.

**MFT Allotment** – Receipts from the State tax collected on motor fuel is distributed to municipalities based on population.

**Modified Accrual Basis** – An accounting basis used by Governmental Funds recognizing revenues when earned and available to finance costs within 60 days of the fiscal year end. Expenditures are recognized when incurred and paid within 60 days of the fiscal year end.

**Operating Budget** – The portion of the budget that pertains to daily operations that provide basic government services. The operating budget contains appropriations for such expenditures as salaries, personal services, contractual services, commodities, capital outlay and other charges.

**Operating Expenses** – the cost for personnel, materials and equipment required for a Department to function.

**Operating Revenue** – Funds that the government receives as income to pay for ongoing operations, including such items as taxes, user fees, interest earnings and grant revenues. Operating revenues are used to pay for day-to-day services.

**Operating Transfers In/Out** – Amounts transferred from one fund to another to assist in financing the services provided by the recipient fund on an annual basis.

**Parks, Recreation & Culture** – Includes costs for Public Parks, Library, Aquatic Center, Recreation Center, Recreation Programs, Community Events, and Performing Arts.

**Part Time** – Represents a personnel classification for a position that requires less than 30 hours but more than 20 hours of work each week on average. This class of employee is entitled to some benefits including IMRF. This employee class is not entitled to health insurance.

**Pay-As-You-Go Financing** – A term used to describe a financial policy by which the capital program is financed from current revenues and available fund balance rather than through borrowing.

**Pension** – The City offers a defined benefit pension to full-time and part-time employees. Upon retirement, employees receive a percentage of their salary dependent on age and years of service. The employee receives these benefits for the remainder of their lives.

**Personal Services** – Represents expenditures that relate to City personnel, including expenditures for training, uniforms, sick leave conversion and dues & subscriptions to professional membership organizations.

**Property Tax** – A levy upon the assessed valuation of the property within the City of Woodstock upon each \$100 of valuation.

**Public Safety** – This line item represents the costs of providing Police services to the City of Woodstock.

**Public Works** – A Department of the City that is responsible for many of its operations including: Streets, Fleet Maintenance, Paratransit, Public Parks, and Water & Sewer services.

**Replacement Taxes** - Replacement tax revenues come from a 2.5% corporate income tax, and 0.8% invested capital taxes from gas and water utilities and other fees. The State replaces the local revenue lost due to the 1978 abolition of the corporate personal property tax. The funds are distributed to local taxing bodies based on population.

**Revenue** – Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues, and interest income.

**Revenue Bonds** – Bonds usually sold for constructing a project that will produce revenue for the government. That revenue is pledged to pay the principal and interest on the outstanding bonds.

**Risk Management** – An organized attempt to protect a government’s assets against accidental loss in the most economical method.

**Salaries** – Personnel costs are reported in this line-item. This indicates the costs for a specific position.

**Sales Taxes** – This line item represents the 1% Municipal Retailers Occupation Tax that is collected on goods sold and certain services received within the City of Woodstock.

**Source of Revenue** – Revenues are classified by their source or point of origin.

**Special Assessments** – A property tax levy on a portion of the City’s assessed value usually used to repay debt that was issued to make improvements to that specific area.

**State-Shared Revenues** – This revenue source includes Sale Taxes, Income Taxes, and the MFT allotment which is collected by the State and distributed to local governments.

**Special Revenue Fund** – It is a Fund established by a government to collect money that must be used for a specific purpose.

**Tax Levy** – The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

**Taxes** – Compulsory charges levied by a government body for the purpose of financing services performed for the common benefit of the citizens.

**Telecommunication Tax** – Initiated in 1996, the Telecommunication Tax was established to create and guarantee a minimal level of annual funding for the hundreds of CIP projects that remain to be funded. The 6% Telecommunication Tax is imposed on telecommunication services provided to citizens of the City of Woodstock.

**User Charges** – the payment of a fee for direct receipt of a public service by the party who benefits from the service.

**Utility Fund** – An enterprise fund used to account for the City’s Water & Sewer operations.



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# **Addendum B**

# **Debt Analysis**

## **ADDENDUM B – DEBT ANALYSIS**

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In past years, the City of Woodstock has utilized the municipal bond market to supplement its CIP program and finance several major facility construction projects. The City's Library, Aquatic Center, Police Department and Water & Sewer Systems have been expanded or constructed in previous years through the use of debt financing. In FY03/04, the City completed an addition to the community's historic Opera House. Debt Certificates were also issued to provide the necessary financing to purchase the Woodstock Athletic Club and convert this existing facility into a Community Recreation Center. The renovation of this building and construction of the gymnasium addition was completed in FY03/04.

Furthermore, two major construction projects were completed in FY04/05 which included: 1) the expansion of the Seminary Avenue Water Treatment Plant and 2) infrastructure improvements on the Die Cast site; both projects were financed through the issuance of bonds. The City issued \$6.6 million of Alternate Revenue Bonds in FY05/06 to construct two new parks (Davis Road Soccer Complex and Merryman Fields Park) and complete improvements to two existing roadways (McConnell Road and Lake Avenue). The City issued \$3.4 million in Alternate Revenue Bonds in FY08/09 to modernize/renovate the First Street Water Treatment Plant. Conversely, three major construction projects, the improvements to the Northside Wastewater Treatment Plant (\$1.75 million), the replacement of the Silver Creek Trunk Sewer (\$625,000), and the intersection improvements at Ware Road and Route 47 (\$1.1 million) were completely funded on a pay-as-you-go basis. The City finances its other projects using current tax receipts dedicated for capital improvements, interfund transfers, intergovernmental grants and/or available fund balance.

In the past, the majority of the City's projects were funded on a pay-as-you-go basis. Pay-as-you-go financing does provide lower interest costs, but requires a period of time to build up sufficient reserves to pay for major projects. Pay-as-you-go financing is typically used to finance recurring or small capital projects. A major criticism of pay-as-you-go financing is that it allocates the costs of a project to current citizens who may not receive the benefit from the project completed in future years.

Although debt financing some projects does result in increased interest costs to the community, it does allocate the costs of the capital improvement to the citizens it benefits over the time they are benefitted. In addition, the interest costs are partially offset by the savings from the costs to construct the facility in the current year versus ten years in the future (i.e., inflationary costs). Normally, debt financing is used in the case of large, nonrecurring capital projects with extended useful lives.

Advantages and disadvantages of the two funding methods are listed below.

	<b>Pay-As-You-Go</b>	<b>Debt Financing</b>
Advantages:	No Interest Costs. Interest Savings Can Be Used to Finance Additional Projects	Allows for a Shorter Time Period for Financing Major Projects
	No Legal or Bond Covenant Requirements	Allocates Costs to Citizens Who Receive the Related Benefits
	No Debt Service Payments Required	Expands Capital Improvement Program
	No Additional Tax Levy is Required	Referendum Approval Indicates Public Support of the Project
	Conserve Debt Capacity and Achieve a More Favorable Credit Rating	Usually Required for Revenue Generating Facilities
Disadvantages:	Long Savings Period to Finance Major Construction Projects	Interest Costs
	Allocates Costs of Project to Citizens That May Not Benefit	Additional Tax Levy May Be Required to Repay Debt
	Limits Capital Improvement Program to Funds Available	Legal Restrictions Set by Statute on Debt Issuance
	Reserves Cannot Be Established Before the Construction of Revenue Generating Facilities	Bond Covenant Requirements
	Inflationary Costs	Voter Approval May Be Required

**Debt Management Policy:**

The necessity to incur debt in order to finance the City’s Capital Improvement Program carries with it the obligation to manage the debt program effectively. As a result, the level of outstanding debt and the City’s capacity to incur and repay additional debt bear careful examination. *The objective of the debt management policy has been to maintain the City’s ability to incur present and future debt at the most beneficial interest rates in amounts needed to finance the adopted Capital Improvement Program without adversely affecting the City’s ability to finance essential City services.*

There are three main reasons for maintaining a debt policy. First, the policy establishes criteria for the issuance of debt obligations so as not to exceed acceptable levels of indebtedness. Second, a debt policy transmits a message to investors and rating agencies who value such evidence of a community’s commitment to financial management. Third, a debt

policy provides consistency and continuity to public policy development. The City's Debt Policy has provided the City Administration with a set of guidelines to govern its planning and execution of particular transactions and projects.

The seven statements listed below serve as the foundation for the City's Debt Management Policy.

**Debt Management Policy Statements:**

- 1.) The ten-year Capital Improvement Program will continue to be updated annually.
- 2.) Capital projects financed through the issuance of bonded debt will be financed for a period not to exceed the useful life of the project.
- 3.) Debt service payments will be scheduled in equal installments over the life of the bonds.
- 4.) Efforts will be made to maintain or improve the City's bond rating. Effective communication will continue with the bond-rating agencies concerning the City's overall financial condition.
- 5.) Pay-as-you-go financing will be an integral part of the Capital Improvement Program approximating at a minimum an average of 30% of the total annual CIP.
- 6.) The City will actively monitor the current interest rates offered by the bond market. Advance refundings will take place if interest cost savings on the refunding bonds will offset the cost of issuance and provide a material overall cost savings.
- 7.) Benchmark ratios of per capita debt, debt service to general government revenue, outstanding debt as a percent of assessed values, and available debt as a percent of the legal debt margin will be developed and reported.

**Bond Rating (Standard & Poor's: AA):**



The City of Woodstock's credit rating issued by Standard and Poor's (S&P) on May 20, 2014 was upgraded to "AA." This rating was confirmed by S&P on August 25, 2016 as part of a refinancing.

Prior to this upgrade, the City's bond rating had been rated as an AA- since August 8, 2008 when it was upgraded from an A+. These improved rating upgrades will allow the City in future years to benefit from lower interest rates paid on its bonds that will undoubtedly reduce the overall future financing costs for major projects.

It is always the intention of the City to maintain and improve upon its existing rating. The City Administration will continue to provide Standard & Poor's with financial information to assist them with making a determination of the City's bond rating.

## Outstanding and Proposed Debt Issuances:

A listing of the City's outstanding and proposed debt issuances is provided below:

	Original Issue	Pledged Revenue	Average Interest Rate	Outstanding 5/1/2020	FY20/21 Principal	FY20/21 Interest	FY20/21 Total Requirements
<b>General Purpose:</b>							
2010A Alternate Revenue Refunding 2000C Aquatic Center	\$350,000	Sales Tax	3.17%	\$29,640	\$29,640	\$1,075	\$30,715
2010A Alternate Revenue Refunding 2000C Opera House	1,075,000	Ticket Surcharges, Fundraising, Grants & Donations	3.17%	90,360	90,360	3,275	93,635
2010C Alternate Revenue Refunding 2002E – Tax Increment Financing	1,475,000	TIF Property Taxes	3.34%	300,000	145,000	11,069	156,069
2010E Alternate Revenue Refunding 2002G – Tax Increment Financing	325,000	TIF Property Taxes	3.34%	70,000	35,000	2,651	37,651
2014 Alternate Revenue Community Center – Refunding Debt Certificates 2003	730,700	Club Membership Dues & Park Impact Fees	3.00%	298,500	95,500	14,100	109,600
2014 Alternate Revenue Street Improvements Refunding 2005B	3,969,300	Telecommunications Tax, Sales Tax, and Developer Cont.	3.00%	2,136,500	399,500	58,950	458,450
2020 GO Taxable Loan	1,500,000	TIF Property Taxes	3.60%	1,500,000	0	0	0
<b>Total Existing Debt</b>	<b>\$9,425,000</b>			<b>\$4,425,000</b>	<b>\$795,000</b>	<b>\$91,120</b>	<b>\$886,120</b>
2020A GO Road Bonds	\$10,000,000	Local Motor Fuel Tax & Sales Taxes	N/A	\$0	\$0	\$336,600	\$336,600
<b>Total General Purpose</b>	<b>\$19,425,000</b>			<b>\$4,425,000</b>	<b>\$795,000</b>	<b>\$427,720</b>	<b>\$1,222,720</b>

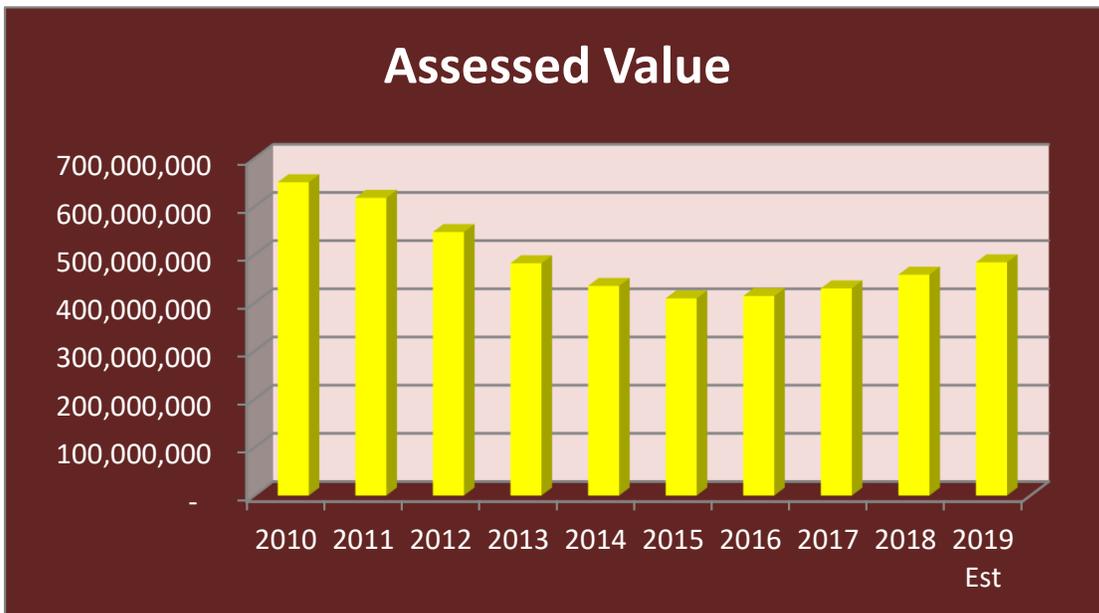
	Original Issue	Pledged Revenue	Average Interest Rate	Outstanding 5/1/2020	FY20/21 Principal	FY20/21 Interest	FY20/21 Total Requirements
<b>Water &amp; Sewer:</b>							
2010D Alternate Revenue Refunding 2002F – Seminary Ave. Treatment	\$2,940,000	Capacity Expansion Fees	3.34%	\$605,000	\$300,000	\$22,313	\$322,313
2016 Partial Refunding	1,840,000	Usage Fees	2.50%	1,840,000	175,000	73,600	248,600
<b>Total Existing – W/S Debt</b>	<b>\$4,780,000</b>			<b>\$2,445,000</b>	<b>\$475,000</b>	<b>\$95,913</b>	<b>\$570,913</b>

### Assessed Values:

For the past four years, the City of Woodstock's assessed value has started to increase after declining for the previous six consecutive years (not all shown in the chart below). It is also projected that assessed value will increase in Tax Year 2019. This indicates that the City has started to turn the corner from the losses that were realized as a result of the housing crisis from over speculation that occurred during that time. During this housing correction, the City experienced its first decline in over 20 years in overall assessed value with the peak decline occurring during tax year 2012.

The County assesses property at 1/3 its estimated fair market value. In Illinois, property taxes paid in the current year are for taxes on property held in the previous year. Therefore, the previous calendar's assessed values are used to determine the property taxes collected and received within the current fiscal year. The City's assessed values over a ten-year period are presented below.

Tax Year	Assessed Value	% Change
2019 Est	\$524,205,053	8.3%
2018	484,126,813	5.6%
2017	458,379,526	6.6%
2016	429,872,847	3.8%
2015	414,195,748	1.2%
2014	409,309,089	-5.9%
2013	435,124,970	-9.7%
2012	482,130,287	-11.9%
2011	547,043,487	-11.5%
2010	617,944,905	-5.0%



## Legal Debt Margin

Illinois State Statute (65 ILCS 5/8-5-1) defines the maximum amount of debt that can be issued by a municipality with a population under 500,000. This Statute does not apply to the City of Woodstock since it is a Home Rule unit of Government. Despite this the City has instituted a Home Rule Resolution in 2016 that self imposes this debt limit.

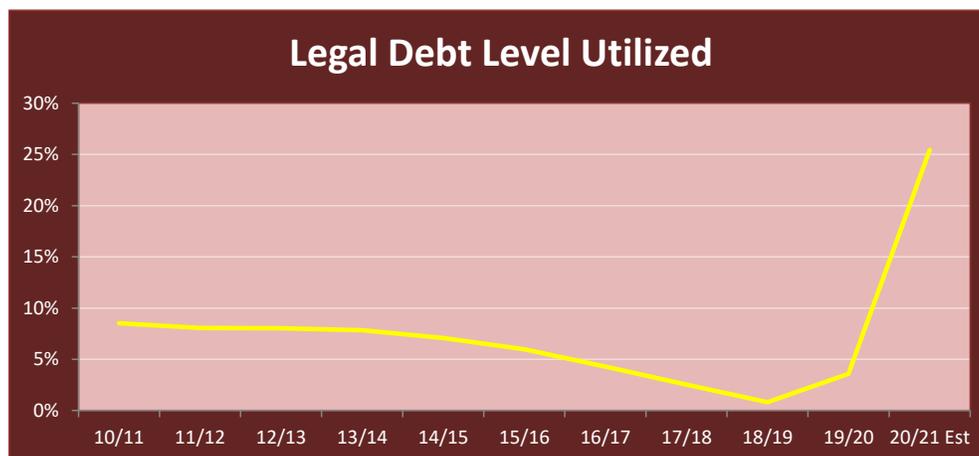
This State-mandated maximum only applies to General Obligation debt being repaid by property taxes. Alternate Revenue Bonds repaid through other sources (e.g., water & sewer revenues, sales & income taxes, recreation fees, etc.) are not subject to the legal debt limit. Although State law sets a maximum debt level for municipalities, the City does not anticipate ever approaching that level.

The table presented below illustrates the City's Legal Debt Margin for the last ten fiscal years. The significant increase proposed for FY20/21 is related to \$10 million in debt that is proposed to repave 22 center lane miles of City roads, which is approximately 19% of all City roads.

Fiscal Year	Tax Year	Assessed Value	Legal Debt Limit	Applicable Debt	Available Debt Margin	Available Debt Margin %
20/21*	2019	\$ 524,205,053	\$ 45,212,686	\$ 11,500,000	\$ 33,712,686	75%
19/20	2018	484,126,813	41,755,938	1,500,000	40,255,938	96%
18/19	2017	458,379,526	39,535,234	320,000	39,215,234	99%
17/18	2016	429,872,847	37,076,533	935,000	36,141,533	97%
16/17	2015	414,195,748	35,724,383	1,535,000	34,189,383	96%
15/16	2014	409,309,089	35,302,909	2,110,000	33,192,909	94%
14/15	2013	435,124,970	37,529,529	2,660,000	34,869,529	93%
13/14	2012	482,130,287	41,583,737	3,255,000	38,328,737	92%
12/13	2011	547,043,487	47,182,501	3,795,000	43,387,501	92%
11/12	2010	617,944,905	53,297,748	4,295,000	49,002,748	92%
10/11	2009	650,238,223	56,083,047	4,780,000	51,303,047	91%

\* Estimated

As presented by the table, with the exception of FY19/20 and FY20/21, the City's Legal Debt Margin has benefitted over the last ten years from reductions to the City's outstanding debt.



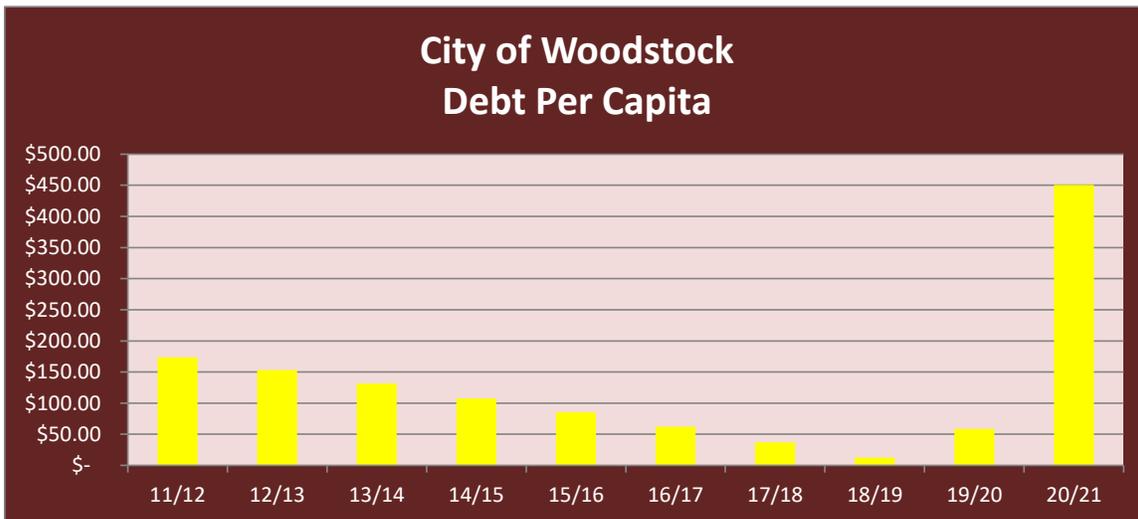
**Debt per Capita:**

Debt per capita measures the overall property tax burden on residents of the community. Only General Obligation Bonds have been included in the debt per capita measurement. Again the large increase in FY20/21 is related to the proposed \$10 million road bond.

The table presented below provides ten years of information related to the City’s outstanding General Obligation Bonds, population and debt per capita.

Fiscal Year	Gross G.O. Debt	Population	Debt per Capita
20/21*	\$ 11,500,000	25,528	\$450.49
19/20	1,500,000	25,528	58.76
18/19	320,000	25,528	12.54
17/18	935,000	25,528	36.63
16/17	1,535,000	24,770	61.97
15/16	2,110,000	24,770	85.18
14/15	2,660,000	24,770	107.39
13/14	3,255,000	24,770	131.41
12/13	3,795,000	24,770	153.21
11/12	4,295,000	24,770	173.40

**\* Projected**



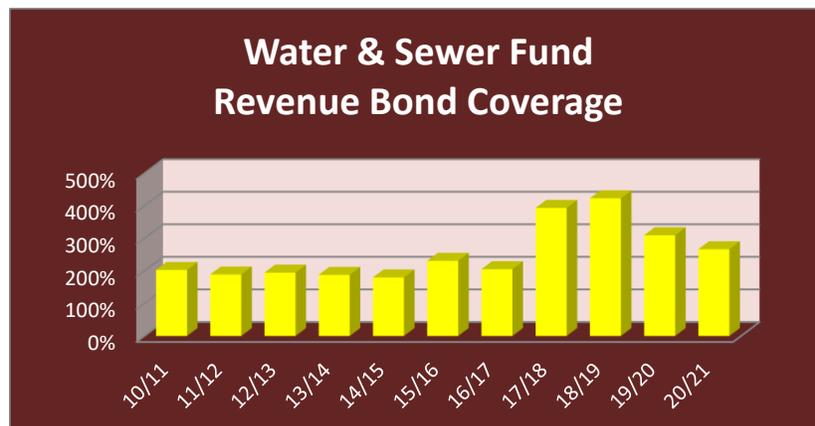
## Revenue Bond Coverage:

In addition to General Obligation Bonds, the City does issue Alternate Revenue Bonds to finance projects that have specific revenue streams, other than property taxes, that will be utilized to repay the debt. Normally, to issue Alternate Revenue Bonds, the borrower must demonstrate that the pledged revenues exceed the maximum debt service payment by 150%. If revenue amounts do not historically meet these levels, borrowers request additional revenue sources be pledged to cover the difference. Any revenue source of the City can be used to repay Alternate Revenue Bonds; the City is not restricted to use the pledged revenue source as the only means for repayment. In addition, since the full faith and credit of the City is pledged at the issuance of the bonds, property taxes will be levied if the City fails to make the required debt service payments. Annually, the City must abate this tax levy by demonstrating that funds are currently available to make the required debt service payments.

Alternate Revenue Bond coverage for the Utility Fund is calculated by comparing the required debt service payment versus the Fund's gross revenues less all applicable operating expenses. The debt service payments are then divided into the amount available to repay the debt providing a debt-coverage percentage. This percentage should exceed 150% for the life of the debt. Over the past ten-years, the debt coverage percentage remained above the required benchmark of 150%. The table presented below includes gross revenues, operating expenses, principal and interest payments and the debt coverage for the Utility Fund for ten years.

Fiscal Year	Gross Revenue	Operating Expenses	Principal Payments	Interest Payments	Total Payments	Debt Coverage
20/21 *	\$5,832,800	\$4,312,000	\$475,000	\$95,913	\$570,913	266%
19/20 *	5,687,100	3,937,000	460,000	105,603	565,603	309%
18/19	6,392,322	3,975,777	450,000	121,500	571,500	423%
17/18	5,687,909	3,411,034	430,000	148,855	578,855	393%
16/17	5,354,079	3,161,687	820,000	248,542	1,068,542	205%
15/16	5,312,239	2,926,627	800,000	233,487	1,033,487	231%
14/15	4,967,707	3,112,551	775,000	256,810	1,031,810	180%
13/14	4,911,704	3,033,450	760,000	240,565	1,000,565	188%
12/13	4,850,968	2,937,229	730,000	252,915	982,915	195%
11/12	4,737,777	2,873,152	715,000	272,190	987,190	189%
10/11	4,763,001	2,861,124	660,000	277,215	937,215	203%

\* Projected/Proposed





Annual Budget  
FY20/21

# **Addendum C**

# **Financial Policies**

## **ADDENDUM C – FINANCIAL POLICIES**

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### ***Guidelines***

The budget process and format shall be performance-based and focus on goals, objectives and performance indicators.

The budget will provide adequate funding for maintenance and replacement of capital plant and equipment.

### ***Interim Financial Reporting***

The City Council will be provided with interim budget reports comparing actual versus budgeted revenue and expense activity. The City shall establish and maintain a standard of accounting practices.

### ***Balanced Budget***

The City will pay for all current expenditures with current revenues. The City will avoid budgetary procedures that balance current expenditures at the expense of meeting future years' expenses, such as postponing expenditures or accruing future years' revenues.

### ***Capital Improvement Policies***

The City will maintain and update annually a multi-year plan for capital improvements.

The City will enact an annual capital budget based on the multi-year Capital Improvement Program.

The City will coordinate development of the capital improvement budget with development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in operating budget forecasts.

The City will use intergovernmental assistance to finance only those capital improvements, which are consistent with the Capital Improvement Program and City's priorities, and the associated operating and maintenance costs have been included within the operating budget.

The City will maintain all its assets at a level adequate to protect the City's capital interest and to minimize future maintenance and replacement costs.

The City will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to the City Council for approval.

The City will determine the least costly financing method for all new projects.

### ***Debt Management Policies***

When applicable, the City shall review its outstanding debt annually for the purpose of determining if the financial marketplace will afford the City the opportunity to refund an issue and lessen its debt service costs. In order to consider the possible refunding of an issue, a Net Present Value savings of three percent over the life of the respective issue, at a minimum, must be attainable.

The City will confine long-term borrowing to capital improvements or projects that should not be financed from current revenues.

When the City finances capital projects by issuing bonds, it will pay back the bonds within a period not to exceed the estimated useful life of the project.

The City will strive to have the final maturity of general obligation bonds at, or below, twenty years.

Capital improvements, equipment and facility projects shall be classified into "pay-as-you-go" and "debt financing" classifications. Debt financing will only be used for major, non-recurring items with a minimum of four years of useful life.

The City will not use long-term debt for current operations.

The City will maintain good communications with bond-rating agencies regarding its financial condition. The City will follow a policy of full disclosure on every financial report, including its Comprehensive Annual Financial Reports and borrowing prospectuses.

### ***Revenue Policies***

The City will try to maintain a diversified and stable revenue system to shelter it from unforeseeable short-term fluctuations in any one-revenue source.

The City will estimate its annual revenues by an objective, analytical process, wherever practical. The City will project revenues for the next year and will update this projection annually. Each existing and potential revenue source will be re-examined annually.

Each year, the City will recalculate the full costs of activities supported by user fees to identify the impact of inflation and other cost increases.

The City will annually review user fees, subject to review by the City Council, and increase when appropriate.

### ***Financial Reserve Policies***

On an annual basis, after the year-end audit has been completed, the City Administration shall review all fund balances and deficits, with projections of reserve requirements and plan for the use of any excess fund balance for the following budget year. The City will maintain fund balance at sufficient levels to provide for a minimum of 90-days of expenditures. The City would prefer all funds to report fund balance amounts that provide for 120-days of expenditures.

### ***Use of Financial Reserve Policies and Use of Surplus Policies***

The City Administration's fund balance review will be used not only to ensure compliance with stated policies, but also to analyze the total reserve and available fund balances to ensure that the policies as provided do not inadvertently create adverse effects.

### ***Investment Policies***

These Investment Policies apply to the investment of short-term operating funds of the City of Woodstock in excess of those funds required to meet the City's current expenditures. This Policy does not apply to longer-term funds and proceeds from bond issues.

Topics included in the investment policy section are quite detailed and include information on:

- *Pooling of Funds*
- *Investment Objectives*
  - *Safety*
  - *Liquidity*
  - *Yield*
- *Prudence and Ethical Standards*
- *Authorized Investments*
- *Risk and Diversification*
- *Authorized Investment Institutions and Dealers*
- *Third-Party Custodial Agreements*
- *Internal Controls*
- *Reporting*

### ***Working Capital***

The General Fund unappropriated fund balance will be maintained in an amount greater than or equal to thirty-three percent (33%) of the annual General Corporate Fund Budgeted expenditures and operating transfers out. This amount approximates 120 days of working capital.

Above and beyond the aforementioned, the City shall establish and maintain a reserve of \$1,000,000 for working capital that will be in the event of a natural disaster or operating emergency.

### ***Surplus Policies***

It is the intent of the City to use all surpluses generated to accomplish four goals: meeting reserve policies, avoidance of future debt, reduction of outstanding debt and funding for future capital improvements.

### ***Performance Measurement Policies***

Beginning with the preparation of the FY16/17 Budget, the City Administration included performance measures with goals in the budget document and updates them annually.

Goals should be related to core services of the Department and should reflect customer needs. The measures should be a mix of different types, including effectiveness, efficiency, demand and workload. Measures should have sufficiently aggressive "stretch" goals to ensure continuous improvement.

Department Directors shall establish performance measures for each division or program within their Department to monitor and project program performance.

### ***Popular Annual Financial Report***

A Popular Annual Financial Report (PAFR) shall be promulgated that summarizes the operational and financial performance of the City each fiscal year. This report will be distributed annually to all of the City's residents. The PAFR will also be submitted to GFOA's PAFR award program.

***Fixed-Asset Procedures***

Fixed assets include equipment, computers, furniture and vehicles. Once purchased, all capital items are maintained in the physical inventory and Capital Replacement Program until disposed. The City's current capitalization threshold level is \$5,000, with a minimum life of two years.

***Purchasing Fixed Assets***

Capital Items (fixed assets) shall be identified for purchase through three methods:

- *New;*
- *Replacement; and*
- *Emergency.*

***Inventory Tagging***

Each April, as part of the Annual Audit, a complete inventory of fixed assets will be distributed to every Department and division. At that time, all items on the inventory must be physically verified by a representative, and corrections or changes made on the inventory sheets.